

# **Doctor of Public Health Student Handbook**

*2016-2017*

## *Preface*

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This handbook offers an overview of the policies and procedures that affect students in the Doctor of Public Health degree program. The handbook is intended to serve as a guideline for the degree program within the context of the University of Kentucky Regulations and Procedures. Questions regarding degree program policies and procedures should be directed to the Program Director or the Associate Dean for Academic and Student Affairs.

The information in the handbook is accurate to the best of our knowledge. It is the student's responsibility to be informed concerning all regulations and procedures required by the program of study being pursued. Students should become familiar with the Graduate School Bulletin (especially the section on student responsibility) and this Program Student Handbook. Ignorance of departmental or university regulations and procedures is not a valid excuse.

### **Contact Information**

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## *Welcome from the Dean*

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Dear DrPH Students,

I am pleased that you have decided to attend the University of Kentucky to pursue a Doctorate of Public Health Degree from the College of Public Health. The faculty and staff of the College of Public Health congratulate you on choosing an important field of study. We are proud of the opportunity to improve the health status of Kentucky's citizens by training the next generation of public health leaders. Providing you with a solid educational foundation is an important responsibility.

The College strives to build an environment where students can succeed and thrive. We are a collegial community of faculty and staff who work to solve pressing public health problems. Diversity of thought and diversity of people are central to our identity.

The College of Public Health is committed to quality in all of its education, research, and service efforts. We are fully accredited by the Council on Education for Public Health (CEPH) and Commission on Accreditation of Healthcare Management Education (CAHME); we have full membership in the Association of Schools & Programs of Public Health (ASPPH). The College of Public Health is one of six health colleges at the University of Kentucky. We collaborate extensively with other colleges in academics and research. In practice and service, we have partnerships with the Centers for Disease Control and Prevention, National Institutes of Health, Kentucky Department for Public Health, Lexington-Fayette County Health Department, Kentucky Public Health Association, the Foundation for a Healthy Kentucky, and the Kentucky Health Department Association.

We are one of 59 accredited schools of public health who share the mission to improve public health across the U.S. and globally through our teaching, research, and service. The faculty, staff, students, and alumni of the College are committed to making a difference in the Commonwealth of Kentucky and beyond. People are important here, and we are genuinely committed to making our work, learning, and research environment positive, fair, and diverse. We are delighted that you have decided to join us as a Top 25 School of Public Health and look forward to helping you prepare for your future.

*Donna K. Arnett*

Donna Arnett PhD, MSPH

## *College of Public Health Mission, Vision and Values*

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### **Mission Statement**

As a component of Kentucky's land grant institution, the Mission of the College of Public Health at the University of Kentucky is to apply comprehensive health approaches to understand better and to help reduce the burdens and disparities of health problems on individuals, families and communities.

### **Vision Statement**

The College of Public Health will be recognized locally, nationally, and internationally for its outcomes and products addressing public health problems, reflecting excellence in discovery, outreach, learning, service, community engagement, and leadership.

### **Values**

#### Academic Excellence

Provide comprehensive competency-based education to ensure graduates are prepared to address public health problems efficiently and effectively.

#### Accountability

Measure, be good stewards of, and be accountable to internal and external constituencies for the education, research and service provided by members of the College of Public Health.

#### Community Engagement

Use the expertise and resources of the College to empower citizens and mobilize communities to improve public health.

#### Democracy

Develop a culture of learning in the College characterized by open communication, tolerance, inclusiveness, collegiality, and civility that prepares students to participate in public health initiatives.

#### Educational Opportunity

Be inclusive in recruiting a diverse faculty, student body, and staff to serve better the public health needs of all population groups.

#### Organizational Cohesion

Create and nurture an organizational culture that emphasizes openness and collaboration in its governance and daily activities.

#### Trans-disciplinary Discovery

Facilitate the conduct of rigorous trans-disciplinary and inter-disciplinary research to address complex public health issues and problems.

#### Integrity

Commit to a culture characterized by honesty, transparency, and ethical behavior that pervades all its relationships and activities.

## *Student Services & Resources*

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### **Computing Services**

The Communications and Network Systems offers Student Computing Services at many locations on campus.

Students can access information about these sites and other labs on campus by visiting this website, <http://www.uky.edu/ukit/labs>.

### **Disabilities (Physical, Mental and/or Learning)**

The University of Kentucky is committed to meeting its obligations pursuant to Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act of 1990, as amended. An individual with a disability is defined as someone who has “a physical or mental impairment that substantially limits one or more of the major life activities of such individual.”

Any student who has such a disability and seeks special accommodations from the University must notify the Admissions/Academic Affairs Office of the College of Public Health of that disability, in writing, preferably before the beginning of the school year, but in no case later than the third day of classes for the fall semester. If a disability develops during the school year for which accommodations are requested, the student must notify the Admissions/Academic Affairs office, in writing, as soon as they become aware of the disability.

All students requesting accommodations need to be registered with the Disability Resource Center (DRC) and have official UK accommodation letters to provide to each of their faculty every semester. Students are advised that they must provide a reasonable amount of notice for faculty to arrange testing accommodations. Faculty should honor accommodation requests received at least one week prior to a scheduled test or exam. Requests for faculty support with notes are to be interpreted such that when faculty publicly display outlines or text through a PowerPoint presentation, overheads, or other visual device, it is reasonable for faculty to provide the student with a copy of that text. (If faculty are displaying a set of slides or showing a short film, it is not reasonable for the student to receive a copy. If faculty work on problems or make lists on a chalk board, it is not reasonable for faculty to provide a written copy to the student. Students may not request faculty's private, personal notes.)

Requests for testing accommodations that only include extended time (50% or 100%) and testing in a separate, low distraction environment may be set up by the faculty, with a proctor and a quiet work space. At faculty's discretion, the accommodated testing can take place in the Counseling and Testing Center, but the exam must be completed by 4:00 p.m. For further information about scheduling accommodated exams at the Counseling and Testing Center, please call 257-8703 or visit their website at <http://www.uky.edu/StudentAffairs/Counseling/testing.html>.

Requests for testing accommodations that include use of a computer, software, a reader, a scribe, an interpreter, or exams that take place after 4:00 p.m. may not be scheduled with the Counseling and Testing Center. Faculty are responsible for establishing arrangements for these accommodated tests. Academic departments are required to assist with this process.

If you need additional accommodated testing resource options, you may contact the Disability Resource Center for assistance. However, the DRC also must have a reasonable advanced notice (at least one week) of a test or exam that needs special accommodations. For further information or questions, please call the DRC at 257-2754, <http://www.uky.edu/DisabilityResourceCenter/>.

### **E-mail**

All UKCPH students must establish a University of Kentucky e-mail address and provide it to the Admissions/Student Affairs office. All correspondence from UKCPH to students will be sent to the UK address. To establish an e-mail address please go to <http://www.uky.edu/email/> and follow the directions.

Students may report problems with their e-mail address to the Customer Service Center, 111 McVey Hall, 257-1300, <http://www.uky.edu/IT/CustomerService/contact.php>.

### **Graduate Certificates**

The College of Public Health offers multiple Graduate Certificates that students can pursue. Please see the College of Public Health website for a complete listing: <http://www.uky.edu/publichealth/academics/graduate-certificates>.

## *Student Services & Resources Continued*

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The Graduate School maintains updated listings of Graduate Certificates offered throughout the University: [http://www.research.uky.edu/gs/CurrentStudents/grad\\_cert.html](http://www.research.uky.edu/gs/CurrentStudents/grad_cert.html)

### **Library Resources**

The University of Kentucky libraries house over two million volumes and rank among the largest in the south and midwest. The Government Publications Department, a Federal Depository, contains documents relating to municipal, state, and national topics. The system also includes Special Collections, and individual libraries of Medicine, Business, Economics, and Law. The University has the W.T. Young Library, a multi-million dollar, state-of-the-art central library. Public health students may also use the library sources in the Health Sciences Learning Center (College of Nursing) and the Medical Science Building. For information on training and library updates, <http://www.mc.uky.edu/medlibrary>.

### **Student Organizations**

*University of Kentucky Student Public Health Association (UKSPHA)*

The University of Kentucky Student Public Health Association (UKSPHA) is a student affiliate of the Kentucky Public Health Association (KPHA). UKSPHA is a nonprofit organization for students of the University of Kentucky College of Public Health and other individuals interested in public health. The chapter was founded on September 21, 2000. The student chapter consists of an executive board of elected officials including chairs for the public service and social committees.

UKSPHA is a student-run organization and basic governing unit of the University of Kentucky College of Public Health. UKSPHA's role is to act as a liaison between students and faculty, promote student involvement to develop healthy communities, and represent the needs of students of the College of Public Health.

Any student at the University of the Kentucky who is interested in public health issues can join regardless of their year in school or specific college they attend. Please contact any of the officers to obtain more information or email them at [ukspha.ky@gmail.com](mailto:ukspha.ky@gmail.com).

In addition, students have the option to become members of the American Public Health Association (APHA), <http://www.apha.org/become-a-member>.

*Delta Omega Society - Beta Gamma Chapter*

Delta Omega is the honorary society for graduate students in public health. The Society was founded in 1924 at Johns Hopkins University, School of Public Health. There are currently 67 chapters throughout the United States and Puerto Rico. Membership in Delta Omega is by invitation to students with exceptionally high GPAs who also have promising leadership potential in Public Health. An induction ceremony is held at UK each spring for students during their graduating year. For information about the Beta Gamma Chapter at the University of Kentucky College of Public Health, contact Dr. Glen Mays, (859) 218-2029, [glen.mays@uky.edu](mailto:glen.mays@uky.edu).

*Sigma Phi Omega - Gamma Mu Chapter*

The national honor society of Sigma Phi Omega recognizes academic excellence in the field of gerontology and/or aging, as well as of professionals in aging service. Gamma Mu is the University of Kentucky chapter. Sigma Phi Omega seeks to promote scholarship and professionalism within any endeavor associated with aging and older persons.

Gamma Mu sponsors department-wide events such as participation in the Alzheimer's Memory Walk, hosting guest speakers, and participating in various university and community-based activities throughout the year. Gamma Mu also holds monthly meetings in the Graduate Center for Gerontology.

Membership is open to undergraduate and graduate students who are majoring or minoring in gerontology/aging studies and related fields and who are in at least their second term of enrollment. Undergraduates must have a grade point average of at least 3.3 on a 4.0 scale, and graduate students must have at least a 3.5 GPA to be eligible for membership. Faculty, alumni, professional, and honorary memberships are also available. New members receive a certificate, a lapel pin, a subscription to the Sigma Phi Omega Newsletter, and an invitation to participate in the national meeting and all activities of the Society. For more information about the local chapter, visit

## *Student Services & Resources Continued*

the UK gerontology website, or contact the Director of the Graduate Center for Gerontology: <http://www.uky.edu/publichealth/departments/gerontology>

*University of Kentucky AcademyHealth Student Chapter*

AcademyHealth is the professional home for health services researchers, policy analysts, and practitioners, and a leading, non-partisan resource for the best in health research and policy. The Chapter was formed to acquaint students with the fields of health services research (HSR), public health systems and services research (PHSSR), and health policy, provide learning opportunities through interaction with health services researchers and health policy practitioners and help expand chapter members' career opportunities. For more information visit <http://www.academyhealth.org/index.cfm>.

**For a complete list of student organizations, please see the following link: <http://getinvolved.uky.edu/>**

### **Student Presentation Resources**

The Media Depot is a student digital media space located in the Hub at William T. Young Library. The Media Depot provides access to recording equipment and space, editing stations with specialized multimedia software, and technical support for students' development of their academic media projects. Additional information can be found here: <http://www.uky.edu/ukat/mediadepot>.

Presentation U! is a state of the art multimodal communication center offering tutoring for students and support services for faculty to increase oral, written, and visual communication competence both inside and outside of the classroom, as part of UK's Quality Enhancement Plan (a component of the requirements for our SACS-COC accreditation). Additional information can be found here: <http://www.uky.edu/UGE/pres-u>.

### **University Academic Ombud**

At the University of Kentucky, the Office of Academic Ombud Services is responsible for assisting students and instructors to work through and resolve academic related problems and conflicts. The major arenas of activity for UK's Academic Ombud include both Student Academic Rights and Academic Offenses. The primary focus of Academic Ombud Services is the process by which decisions are made, and the primary

task of the ombud is to ensure fair policies, processes, and procedures that are equitably implemented. Thus, the Academic Ombud is a neutral party working as an advocate for fairness and equity, <http://www.uky.edu/Ombud/>.

The UK Academic Ombud is located at 109 Bradley Hall and may be reached at (859) 257-3737, fax, (859) 257-5346, or email: [ombud@uky.edu](mailto:ombud@uky.edu).

### **University Health Services**

University Health Services provides medical treatment for full and part-time students. You should access their website for their policies and procedures, <http://ukhealthcare.uky.edu/uhs/>.

### **WildCard Student ID**

Students are required to have a WildCard Student ID that may be used for a variety of services on campus (copying services, athletic events, library use, etc.) as well as access in areas of the UK HealthCare - Chandler Hospital. Since the College of Public Health is a member of the Health Professions Colleges your ID will be obtained from the UK HealthCare security office. The security office hours of operation are Monday – Friday, 7:00 a.m. to 3:30 p.m. in room A.00.802, UK HealthCare - Chandler Hospital, 1000 S. Limestone (859) 323-2356. Additional information can be found here, <http://www.uky.edu/Police/UKID/index.html>.



## *Academic & University Policies*

### **Academic Integrity, Cheating, and Plagiarism**

Students are expected to adhere to the highest standards of academic honesty. Cheating, plagiarism, and destruction of course materials violate the rules of the University. For more information on the University's policy on Students Rights and Responsibilities see the following website: [www.uky.edu/StudentAffairs/Code/index.html](http://www.uky.edu/StudentAffairs/Code/index.html). Violations of the University's rules regarding academic honesty can lead to a failing grade in the course and suspension, dismissal, or expulsion from the University. Instances of academic dishonesty will be reported to appropriate University officials as required by University rules and procedures. Not knowing the policies is not an excuse, so make sure you read Parts I to IV of the website.

A link to a paper "Plagiarism: What is it?" may be found at the Ombud web site or can be accessed at [www.uky.edu/Ombud/Plagiarism.pdf](http://www.uky.edu/Ombud/Plagiarism.pdf).

Students who witness a violation to academic integrity, cheating, and/or plagiarism must report any violation to their Academic Advisor or Program Director within a week of the incident. In addition to University process, policy, and imposed procedures for these infractions, other actions may be recommended by the College of Public Health.

### **Class Attendance**

Every student is expected to attend all class sessions, including laboratories, other outside-the-classroom activities as deemed necessary by the course instructor, and to complete all examinations. Each instructor determines his/her individual policy for class attendance, completion of assigned work, absences at announced and unannounced examinations and excused absences. A student has the right to expect this policy to be in writing and given to him or her by the first or second meeting of the class. Failure to comply with these rules may result in lowered grades.

In all cases, the student bears the responsibility for notifying the instructor of any missed work and for making up any missed work. If feasible, the instructor may give the student an opportunity to make up the missed work or examination missed due to an absence during the semester in which the absence occurred.

### **Class Cancellations**

The University never entirely closes, but there may be a rare cancellation of classes due to inclement weather. Announcements of cancellation or delay of classes normally will be made by 6 a.m. through the local media. The latest information will be on the UK Infoline at (859) 257-5684, UK Cable Channel 16, or UK website, <http://www.uky.edu/>. Those students who are participating in an off-site experience will be expected to follow the cancellation/closing policies of the agency/clinic/company where they are assigned.

### **Confidentiality and Disclosure**

The Family Education Rights and Privacy Act of 1974 (FERPA, also known as the Buckley Amendment) provides basic privacy rights to students in regard to their academic transcripts. Under FERPA provisions, students have the right to have their academic record kept separate and confidential unless they consent in writing to have it released. However, FERPA also provides that the College of Public Health may disclose (to University personnel) the student's academic record without the student's consent when the person requesting the information has a legitimate educational interest and the information is used under the following disclosure guidelines and for the purpose of:

1. academic advising
2. writing a letter of recommendation requested by the student  
(If the student is requesting a letter be sent to someone outside the University of Kentucky, the Release of Information Consent Form must be completed: <http://www.uky.edu/publichealth/student-resources/release-information-consent-form>)
3. selecting students for honorary organizations
4. informing community-based faculty members serving as preceptors
5. responding to a directive pursuant to law or court order

### **Confidentiality of Student Records, Address Information, and Student Rosters**

Transcripts and grade information will be released only upon written authorization from the student. Directory information

## *Academic & University Policies Continued*

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(name, address, telephone listing, date and place of birth, major, dates of attendance, degrees, and most recent educational institution attended) will be released without authorization unless the student notifies the Registrar in writing to the contrary. Official University of Kentucky College of Public Health student records are kept by the Office of Admissions and Student Affairs in a locked cabinet, with access restricted to authorized personnel.

The College of Public Health does NOT make lists of students, addresses, phone numbers, e-mail addresses, etc. available to anyone other than students, faculty and staff of the school. Students are instructed NOT to distribute the lists of their classmates to individuals outside the College.

At UK, students can use the UK website to access important information, including grades, student schedules and registration information. Students also can update their addresses and other information, <https://myuk.uky.edu/irj/portal>.

### **Dress Code**

All students should maintain a clean, neat appearance at all times, and students' attire should be commensurate with the activities in which the student will participate during that day. A professor may set forth additional standards of attire in his or her syllabus. This policy is designed to provide a reasonable standard of dress and appearance for public health students. If a faculty member deems a particular student's attire to be inappropriate, according to program guidelines or according to the class syllabus, he or she may notify the student privately at any time before, after, or outside of class and ask the student to correct the problem.

### **Diversity, Equal Educational and Employment Opportunities**

The College of Public Health and University of Kentucky strive to develop an environment where the value of diversity among students, faculty and staff is accepted, encouraged and embraced. Diversity encompasses differences in age, ethnicity, gender, national origin, race, religion, sexual orientation, socioeconomic background and unique individual style. The individual characteristics, talents and contributions of all people are valued and recognized for the

unique contribution they make to our College. The following statement, required on all official UK documents, guides all admissions and employment practices, and represents the best expression of the CPH commitment to diversity:

The University of Kentucky is committed to a policy of providing educational opportunities to all qualified students regardless of economic or social status, and will not discriminate on the basis of race, color, religion, sex, marital status, beliefs, age, national origin, sexual orientation, or physical or mental disability.

### **Drug Free Institution**

The Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989 set a standard of behavior, which affects students who are on University of Kentucky property, on University business, or at University-sponsored events. The University policy, as well as the laws from which the policy is derived, define conduct related to the unlawful possession, use, dispensation, distribution or manufacture of alcohol or illicit drugs. Students found in violation are subject to disciplinary action up to and including suspension or termination. The Drug-Free Institution Policy can be found here, <http://www.uky.edu/HR/policies/hrpp013.html>.

### **Electronic Devices**

Out of respect for classmates and faculty, all students are asked to function in a professional manner as it relates to the use of electronic devices during class sessions. Cell phones, pagers, etc. are disruptive to classroom activities and may be requested to be deactivated upon entering the classroom. Instructors may ask that laptops be closed during lectures.

### **Fitness for Duty**

College of Public Health students who are on rotations, internships, assistantships, or work assignments with UK Healthcare are subject to its Fitness for Duty policy, online at <http://www.hosp.uky.edu/policies/viewpolicy.asp?PolicyManual=10&PolicyID=928>.

## *Academic & University Policies Continued*

### **Health Care Colleges Code of Professional Student Conduct (HCC Code)**

The Health Care Colleges Code of Student Professional Conduct (HCC Code) provides the standards of professional conduct and procedures to be followed when questions arise about the professional, moral or ethical character of a student enrolled in courses or programs, including clinical programs, in the health care colleges, <http://www.uky.edu/regs/files/HCCcode.pdf>.

### **Procedure for Redress of Grievances**

Individual students having a grievance about any aspect of the Program should first take her/his grievance to the Director of the Program. If the Director cannot resolve the issue, the grievance should then be taken to the Associate Dean for Academic Affairs in the College of Public Health. The Dean of the College of Public Health is the next administrative level for student grievances. Following initial review, a student may choose to approach the Graduate School (for graduate programs) and/or the University Ombud for undergraduate and professional programs (DrPH).

### **Social Media Guidelines**

UK HealthCare recognizes the impact of social media (Facebook, Twitter, Instagram etc.) on our workforce. Our expectation is that faculty, trainees, students and employees know what is expected in health care and observe policies on behavioral standards, patient privacy, use of personal electronic devices and hospital resources. Patient privacy is vitally important and we train regularly on obligations related to privacy and security matters (HIPAA). Recent changes to HIPAA rules require that the federal government is notified when patient privacy has been violated.

Below are some expectations when using social media sites:

- Do not “friend” patients/clients
- Do not accept “friend requests” from patients/clients or their family members
- Never share any patient information via Facebook or other social media
- Never post pictures of patients or pose with patients/clients for pictures
- Never give medical advice via social media

### **Smoke-Free Environment**

On April 22, 2008, the UK Board of Trustees gave final approval to the revised version of the university policy that outlines the university’s smoke-free policy. Tobacco use is not allowed on University property.

***For additional information, please see the following links (please note this list is not exhaustive):***

***The University of Kentucky Registrar:*** <http://www.uky.edu/registrar/>

- ***Academic Calendar***
- ***Registration Information***
- ***Tuition & Fees***

***The Graduate School Bulletin:*** <http://www.research.uky.edu/gs/CurrentStudents/bulletin.html>

- ***Academic Load***
- ***Add/Drop and Withdrawal***
- ***Grades and Grade Point Average***
- ***Repeat Option***
- ***Scholastic Probation***
- ***Termination***
- ***Transfer of Credits***

***The student success page:*** <http://www.uky.edu/studentssuccess/>

- ***Academic Resources***
- ***Financial Resources***
- ***Student Involvement***
- ***Student Success Workshops***

## *Program Information*

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The Doctor of Public Health (DrPH) is a professional terminal degree. It is designed as an advanced degree and requires a minimum of 63 semester hours of course work beyond a Master's degree.

Students who have not met the requirement of completing Master's degree introductory level courses in each of the five core areas must do so on a non credit basis, with a minimum grade of "B" prior to enrolling in the first doctoral course in each discipline. Students will complete a curriculum spanning the five core areas of concentration offered by the College of Public Health. Typically, a full-time student will require at least three years beyond the Master's degree to complete the program. The curriculum specifies prerequisite introductory courses in each of the five core areas of public health (health behavior, biostatistics, environmental health, epidemiology, and health services management). All DrPH course work begins at a higher level and assumes introductory level knowledge of this content.

### **Program Outcomes**

1. Create solutions to public health problems using critical analysis
2. Defend results of quantitative and qualitative analysis with public health theory and statistical tools
3. Conceptualize a research project and generate a testable hypothesis using public health theories
4. Apply ethical principles to public health program planning, policy review and development, implementation, and evaluation
5. Generate evidence-based communication for professionalism, advocacy and leadership within core public health areas

#### **Epidemiology Concentration**

- Synthesize information from multiple sources for epidemiologic research and practice.
- Develop epidemiologic surveillance systems to monitor population health, health equity, and public health services.
- Employ evidence-based communication program models for disseminating epidemiologic research and evaluation outcomes.
- Demonstrate basic ethical and legal principles pertaining to the collection, maintenance, use and dissemination of epidemiologic data.
- Apply theoretical and evidence-based perspectives from epidemiology in the design and implementation of programs, policies, and systems.
- Interpret epidemiologic data following scientific standards.
- Explain communication program proposals and evaluations to lay, professional, and policy audiences.
- Weigh risks and benefits of public health screening programs.

#### **Health Management & Policy**

##### *Advocacy*

- Influence decision-making regarding policies and practices that advance public health using scientific knowledge, analysis, communication, and consensus-building.

## *Program Information Continued*

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- Establish goals, timelines, funding alternatives, and strategies for influencing policy initiatives by presenting positions on health issues, law, and policy.
- Design action plans for building public and political support for programs and policies utilizing consensus-building, negotiation, and conflict avoidance and resolution techniques.

### *Communication*

- Assess and use communication strategies across diverse audiences to inform and influence individual, organization, community, and policy actions.
- Communicate with families, communities and other health professionals in a responsive and responsible manner that supports a team approach to the maintenance of health and treatment of disease.
- Communicate and interact with people across diverse communities and cultures for development of programs, policies, and research.

### *Critical Analysis*

- Synthesize and apply evidence-based research and theory from a broad range of disciplines and health-related data sources to advance programs, policies, and systems promoting population health.
- Apply theoretical and evidence-based perspectives from a variety of disciplines in the design and implementation of programs, policies, and systems by interpreting quantitative and qualitative data following current scientific standards.

### *Leadership*

- Create and communicate a shared vision for a positive future; inspire trust and motivate others; and use evidence-based strategies to enhance essential public health services.
- Identify appropriate leadership theories in order to develop high-functioning inter-professional teams for implementing public health initiative.

### *Management*

- Provide fiscally responsible strategic and operational guidance within both public and private health organizations for achieving individual and community health and wellness.
- Understand informatics principles for the design and implementation of information systems.
- Develop financial and business plans for health programs and services.
- Implement advanced management strategies to improve the practice of public health.

### *Professionalism and ethics*

- Identify and analyze an ethical issue; balance the claims of personal liberty with the responsibility to protect and improve the health of the population; and act on the ethical concepts of social justice and human rights in public health research and practice.
- Use the knowledge of one's own role and those of other professions to appropriately assess and address the health needs of the populations served through mutual respect and shared values.

## *Program Information Continued*

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### **Time Limit for Degrees**

Continuous academic progress is expected. **The length of the DrPH program will not exceed eight years following the semester of matriculation.** All course work, including didactic courses and both practicum field experiences must be completed within **five** years of the semester of matriculation. All degree requirements for the DrPH must be completed within **two** years following the semester in which the candidate successfully completes the Phase II Examination. In the event that all degree requirements are not met during the two-year period, degree candidates who provide evidence of the likelihood of completing the degree during an extension of time may be granted such an extension by the Director of Doctoral Studies in consultation with the Associate Dean for Academic and Student Affairs. An extension will be granted for a period of one year, and an additional extension of one year may be considered.

Students may formally request a leave of absence from the DrPH program for a maximum of 2 semesters in total. Leaves of absence are included within the 8-year limitation for completing the DrPH program. If re-enrollment is within one academic year or less, the student must submit written notification to the Director of Doctoral Studies at least two months prior to the beginning of the semester in which the student plans to re-enroll. If a period of inactivity exceeds one year, students must file an application for readmission by the stated deadlines for new students. Readmission information and forms can be obtained from the UKCPH Office of Admissions and Student Affairs.

## *Program Requirements*

The total program consists of 63 semester hours at the graduate level. Doctoral students are permitted a maximum of one “C” grade in the curriculum. Earning a second “C” regardless of GPA results in dismissal from the program. Students dismissed with two “C” grades will not be allowed to withdraw from the program. An overall average of B (3.0) GPA on all coursework in the program must be attained before a Doctor of Public Health degree may be awarded. Students placed on scholastic probation are not eligible for fellowships or institutional scholarships and may not sit for doctoral qualifying examinations or final examinations.

### **Program Curriculum**

The following curricular requirements are presented as a guide to your matriculation through the program, but depending on your previous coursework, there may be changes and alternatives suggested by your advisor.

*\*Please note, the following curriculum is under review.  
Please contact your advisor for required courses.*

### **Prerequisite Courses (Students who do not have an MPH)**

CPH 580 Biostatistics I (EPI, BST, PHPM).....	3
<b>or</b>	
CPH 603 Biostatistics Concepts and Applications (HB, ENV).....	3
CPH 601 Occupations/Environmental Health I.....	3
CPH 604 Public Health Disease and Prevention.....	3
CPH 605 Epidemiology.....	3
CPH 650 Management of Public Health Organizations.....	3
<b>Subtotal: Prerequisite Hours:</b> .....	<b>15</b>

### **Core Courses**

CPH 910 Topics in Advanced Epidemiology & Lab .....	3
CPH 911 Professional Seminar in Epidemiology.....	3
CPH 920 Advanced Environmental Health.....	3
CPH 930 Biostatistics Concepts for the Public Health Practitioner.....	3
*CPH 931 Professional Seminar in Biostatistics.....	3
CPH 940 Health-Related Behaviors: Models & Applications.....	3
CPH 950 Well Managed Public Health Care Organization.....	3
CPH 951 Professional Seminar in Public Health Management and Practice.....	3
<b>Subtotal: Core Course Hours</b> .....	<b>24</b>

### **Required Courses**

CPH 995 Doctoral Seminar in Public Health Research Methods .....	3
CPH 996 Public Health Project or Dissertation Research.....	6
CPH 997 Doctoral Public Health Field Practicum .....	6
<b>Subtotal: Required Course Hours</b> .....	<b>15</b>

### **Epidemiology Concentration**

#### **Electives**

Please see your advisor for a complete list of electives

**Subtotal: Elective Hours** .....**24**

### **Health Management & Policy Concentration**

Students with a concentration in Health Management and Policy can select one of two emphases to guide their studies. The *Public Health Services and Systems Research* emphasis is intended to prepare students who will be seeking employment in research fields. The electives associated with this curriculum are more focused on a wider array of research methods and applied methodologies. The *Public Health Management, Leadership, and Policy* emphasis is intended to prepare students who will be seeking leadership positions at public health and health care agencies. The electives associated with this curriculum are focused on giving the student the skills and knowledge necessary to successfully manage and lead organizations

#### **Electives**

Please see your advisor for a complete list of electives

**Subtotal: Elective Hours** .....**24**

**Total Minimum Hours Required for Degree** .....**63**

## *Practicum / Culminating Experience Procedures*

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### **Practicum**

CPH 997 “Doctoral Public Health Field Practicum” (6 credits) is a required DrPH course designed to build student capacity in selected DrPH competencies (see page 12). CPH 997 combines a brief didactic session with a minimum of 360 hours of field work.

DrPH students are eligible to begin their practicum field hours after completing the 9X0 courses. A brief didactic session will be offered in the spring semester each year to provide support to DrPH students in the practicum site selection process, understanding of course procedures, preceptor identification and delineation of field work projects and deliverables. Students may register for CPH 997 during the spring semester if that semester will also coincide with 9X0 course completion. Registration for CPH 997 may be done in 2, 3 or 4 credit hour increments (1 credit hour = 60 contact hours).

Students should refer to the CPH 997 syllabus for information on course assignments, grading and practicum record-keeping and reporting procedures. Students should note on the CPH 997 syllabus the requirement for completion of specified prerequisites prior to completing any field hours. Field work hours must be completed by December following the spring semester registration for CPH 997.

Quality field practicum sites include a wide variety of organizations and programs, which apply public health concepts in their work. Examples of practicum sites include, but are not limited to the following:

- State and local governmental public health organizations
- Hospital community outreach programs
- Non-profit organizations (e.g AIDS Volunteers of America (AVOL), Hope Center Recovery for Women, The Refugee Clinic,)
- National organizations (e.g. National Association of County and City Health Officials (NACCHO), Association of State and Territorial Health Officials (ASTHO), National Institute for Occupational Safety and Health (NIOSH)
- International organizations (e.g. UNAIDS, Shoulder to Shoulder – Santo Domingo, Ecuador)
- Industrial/Worksite Wellness locations (e.g. Toyota Manufacturing)
- Center for Disease Control and Prevention

### **Examinations**

A two-part comprehensive examination will be required of all DrPH students. The two phase examination process is intended to assess the student’s comprehension of core principles of public health practice and test students’ ability to apply advanced knowledge and competency in their stated specialty area prior to proceeding to the capstone project.

### **Phase I Core Principles Examination**

The purpose of the Phase I Examination is to evaluate core principles synthesis and student ability to disseminate information in written communication in the core areas of: Biostatistics, Environmental Health, Epidemiology, Health Behavior, and Health Management & Policy. This exam follows completion of the core coursework: CPH 910, CPH 920, CPH 930, CPH 940, and CPH 950 which is collectively designated 9X0. The core principles exam is administered by the Director of Doctoral Studies. In order to confirm eligibility for the Phase I Examination the student will complete the following:



## *Practicum / Culminating Experience Procedures Continued*

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1. A DrPH Candidate self-indicates eligibility by completing a check list provided via email by the Academic Affairs Administrator.
  - Students are notified via email of their eligibility
  - A conditional approval may be granted should a student be currently enrolled in core courses. Exam eligibility is dependent on successful completion of courses prior to the exam date.
2. A DrPH Candidate must remain in good academic standing during the semester of the exam date.

### **Frequently Asked Questions regarding the DrPH Phase I Exam:**

#### *What is on the exam?*

While specific topics will not be provided prior to the exam dissemination, questions will cover the five core disciplines. This exam integrates concepts from all core disciplines into an evidence-based case.

#### *Will the graders know that the exam is mine?*

At the time the examination is distributed, each student will be assigned a unique identifying number to assure student anonymity. Please place this number at the top of the first page of each question with its answer. If an answer includes a spreadsheet or table/graph in Excel or any other supporting materials, your test taker ID number must be included on this file as well. Make sure you do not include any personal information within your answer that might identify you.

#### *Is there a grammar/writing and referencing expectation?*

Yes. It is expected that you will use complete sentences, correct English grammar, punctuation, and syntax. In answering, you will need to address the disciplinary literature rather than simply state your opinion, and reference citations must be included. Provide appropriate references from texts, manuscripts, or other sources that you cite using a standard citation method, such as APA style. References should go beyond the course textbooks. Consistent voice and tone that reflect words that are clear, accurate and in standard written English. Writing that is appropriate to a doctoral student is expected. Students are encouraged to take advantage of opportunities to improve their writing skills prior to taking the exam.

#### *Can I consult with others?*

The examination is open book and you may use any library resources available; however, this is an examination of your personal knowledge of public health and problem-solving ability. You may not collaborate with other students or consult authorities. This includes consultation regarding writing quality or style.

#### *How is the exam graded?*

Course Directors have a month to finalize grades for all student exams using a two-step process in which all five disciplines are represented. At a minimum, five graders will review each exam both individually and collectively to determine student success in crafting appropriate and complete answers to the exam. The student answers will be assessed on a Pass, Minimal Pass, or Fail basis in each core area. In order to pass the holistic examination, a student must obtain a minimum of three pass and two minimal pass collective scores, including a pass in the student's area of concentration (either Epidemiology or Health Management & Policy).

#### *What happens if I fail the exam?*

If a student fails to meet the requirements for passing the examination, the Academic Performance Committee (consisting

## *Practicum / Culminating Experience Procedures Continued*

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of Course Directors, DDS and Academic Deans) will determine the conditions for remediation to be met for the student to advance in the program. The DDS communicates these requirements to the student and they are outlined in the official notice letter.

*Will my course director tell me what my score is individually?*

Neither individual feedback, nor individual grading rubrics will be provided to students. Only composite and final scores will be provided as feedback.

*How will I get the exam?*

The exam will be emailed directly to students from the Academic Affairs Administrator on behalf of the Director of Doctoral Studies. You will confirm your email address during the informational meeting, which occurs prior to the exam and following student eligibility confirmation.

*When is the exam offered?*

Students have from Monday to the following Monday to complete the exam and each year's dates will be announced at the informational meeting. Generally, the exam occurs in the third or fourth weeks in May.

### **Phase I Core Principles Appeals Policy**

Students who receive a no-pass grade on one or more portions of the DrPH Phase I examination have the prerogative to appeal their grade in accordance with College and University policies. The appeals process steps are outlined below.

1. The examinee is responsible for notifying the Director of Doctoral Studies of his or her intent to appeal. This notice must be completed in writing, within 3 weeks of the dated results letter, and include specific core area(s) appealed.
2. The DDS will coordinate and attend a meeting with the examinee and appropriate core area representative to discuss the appeal. The intent of this meeting is to provide directed clarification regarding core area(s) listed in the written appeal. At the conclusion of the meeting, the examinee indicates acceptance of exam results or intent to move forward with the appeal.
3. If the examinee wishes to move forward with the appeal, he or she must do so in writing to the Dean of the College of Public Health. This letter should provide a detailed rationale for the appeal. The Dean and the Associate Dean for Academic Affairs will schedule a meeting to discuss the appeal with the examinee. After all of the information is reviewed, the Dean will provide a letter to the student with results of the review.
4. If the examinee is not satisfied with the results of the Dean's review, the examinee may present the case to the University Ombud. The Ombud can serve as a mediator or can rule in cases in which due process was not followed but will not rule on the quality of the exam or the grade given for the work done. More information can be found on the Ombud website at: <http://www.uky.edu/Ombud>

### **Phase II Qualifying Examination**

The Qualifying Examination is designed to test a student's ability to apply advanced knowledge and show competency in his or her stated specialty area. The overall purpose is to verify that the student has sufficient understanding of, and competence in, his or her fields to become a candidate for the degree. The Qualifying Examination is administered by the Chairperson of the student's specialty area of concentration. Each department will determine the scope and nature of the Phase II Examination.

## *Practicum / Culminating Experience Procedures Continued*

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The Qualifying Examination is designed to demonstrate problem-solving ability in the field, and successful completion is necessary for the student to proceed to the capstone project. If a student fails all or part of the Qualifying Examination, a review committee made up of the faculty of the student's chosen specialty area will recommend to the Dean conditions to be met in order for the student to advance in the program. If a student is required to complete a remedial plan, he or she will have one academic year from the time of the unsuccessful examination result to complete the plan. A second failure of the Qualifying Examination constitutes grounds for termination from the DrPH program.

### **Departmental Policies for the Phase II Qualifying Examination**

#### *Department of Epidemiology:*

1. Examination Committee: The DrPH student's Capstone committee shall serve as the student's Phase II Examination Committee.
2. Examination: The committee will write three questions, and the chair will solicit three questions from the student. The student's questions will not be used, but the exercise of writing them will be part of the learning process. The exam will consist of three questions to be answered in a period of one week. The answers should be 15 to 20 pages—5 to 7 pages per question, not including references and graphics. Format should include one-inch margins, double-spaced, Times New Roman 12-point font. Students cannot answer with a PowerPoint presentation. Grading will be pass/fail.
3. Assessment of Examination: Grading criteria are clarity of writing, appropriateness of references, and quality of critical analysis. The Phase II Examination Grade Sheet will be submitted to the Office of Academic Affairs.
4. Policy on retaking examination: Students not receiving a passing score may retake the examination after completion of a remedial course of action developed by the committee. The second examination will be the final opportunity for the student to fulfill the requirements for the Epidemiology Phase II Examination and must be completed between 6 and 18 months after the first examination scores are reported to the student.
5. Appeals Policy: Students failing the second examination have the prerogative to appeal the decision to the Dean of the College of Public Health and that appeal will be handled in accordance with College policies.

#### *Department of Health Management and Policy:*

1. Examination Committee: The DrPH student's Capstone committee shall serve as the student's Phase II Examination Committee.
2. Examination: The Examination shall consist of an oral defense of Chapters one through three of the student's Capstone project, including the Introduction, Literature Review and Methods.
3. Assessment of Examination: Following the defense of the first three chapters of the Capstone/Dissertation project, each Examination Committee member shall individually assign a grade of, Pass or No Pass to the student's defense. The Committee will convene to assign an overall score or Pass or No Pass to the Examination. The student will be provided a verbal assessment of their defense by the Examination Committee as a whole.
4. Policy on retaking examination: Students not receiving a passing score may retake the examination after completion of a remedial course of action developed by the committee. The second examination will be the final opportunity for the student to fulfill the requirements for the HSM Phase II Examination and must be completed between 6 and 18 months after the first examination scores are reported to the student.
5. Appeals Policy: Students failing the second examination have the prerogative to appeal the decision to the Dean of the College of Public Health and that appeal will be handled in accordance with College policies.

## *Practicum / Culminating Experience Procedures Continued*

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### **Culmination Experience**

Following completion of the Qualifying Examination all candidates for the DrPH degree will complete a major project referred to as a Capstone. The capstone project is a problem solving or research requirement designed as the final integrative component of the curriculum and is intended to build upon the antecedent foundation of course and field work. The capstone project is an applied, independent, original, and demanding project that has the potential to advance professional practice in the student's public health discipline. The project will address a public health problem solving or research topic demonstrating appropriate intellectual rigor and capability as an integrative activity. These projects may be linked to the students required doctoral fieldwork practica; however, this is not a requirement. It is anticipated that the problem-based project will be the predominant method of completing this requirement, although in consultation with faculty, some students may choose a more theory-oriented model more closely resembling a traditional PhD doctoral dissertation.

### **The Capstone Process for DrPH Students**

The capstone project should be formulated during the coursework that precedes this experience. Indeed, coursework should be chosen to serve the capstone. The general research question(s) that will be addressed by the capstone project should be identified before coursework has been completed. At that point, doctoral students are expected to select a CPH faculty member who is willing to serve as Chair of the capstone project. The Chair will then be responsible for providing guidance to the student, including guidance in the selection of remaining committee members. A capstone Chair must be a CPH faculty member with the rank of associate or full professor with a primary or secondary role in the student's concentration in the College of Public Health. (An assistant professor may serve as a co-chair with an associate or full professor). The committee Chair must meet the University of Kentucky Graduate school's requirements for full graduate faculty status. A full listing of graduate faculty members may be found on the Graduate School website: <https://www.research.uky.edu/cfdocs/gs/dgsgradfac/>.

A minimum of two additional committee members with professorial rank at UK must be included on the committee. The doctoral committee can be formed at any time but usually not earlier than the completion of the electives in the student's area of concentration. After a committee has been established, the student must submit a completed DrPH Capstone Project/Committee Approval Form to the Director of Doctoral Studies who will verify the appropriateness of the committee composition and forward it to the Academic Affairs Administrator. If a committee member leaves the university, s/he may continue on the committee with the approval of the Director of Doctoral Studies. Otherwise, the member will be replaced with the approval of the committee Chair and the Director of Doctoral Studies.

The committee has ultimate authority in the direction of the capstone project; thus data collection (if applicable) should not begin until the committee approves the project. This approval will take the form of a proposal meeting which will be arranged by the committee Chair. The proposal meeting will include a presentation by the candidate of a summary of chapter one. Note that only doctoral candidates can formally propose a capstone. The time leading up to candidacy should, therefore, be used to prepare for this milestone event.

## *Practicum / Culminating Experience Procedures Continued*

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### **Oral Defense**

Following committee approval of the written product, the final requirement to earn the DrPH degree is an oral examination/presentation to be conducted by the committee at a publicly announced session. The oral examination is both a final evaluation by the committee and an opportunity to share findings with the College's faculty, students, and interested public health practitioners.

Upon completion of the project and its written report (i.e., the 5 chapter capstone), the committee Chair will work with the candidate to prepare a refined draft for a public defense. Three weeks prior to the defense date, the Chairperson will authorize the candidate to distribute copies of the refined draft to committee members. The defense must be advertised and an open door policy will apply.

A Final Examination Recommendation Form that includes the place and time of the examination and the signature of the Committee Chair must be submitted to the Office of Academic Affairs at least two weeks prior to the examination date. This form can be obtained from the Academic Affairs Administrator.

The defense meeting is designed to "test" the candidate over the content of the refined draft. Any part of the document may be used to formulate questions to the candidate during this hearing. The oral exam will begin with a 30-minute presentation by the candidate. This will be followed by questions from the committee and from members of the audience (at the discretion of the committee Chair). A Final Examination Card will be provided by the Office of Academic Affairs to the Committee Chair before the onset of the examination. Immediately following the defense hearing, the committee will vote (each vote counts the same) to pass or fail the candidate.

Within two days, all committee members will provide written feedback to the candidate regarding changes that must occur before a final draft is deemed acceptable. Once the candidate prepares a final draft of the capstone, he/she must gain approval from each committee member (in person) for all changes made to the draft.

### **Submitting the Final Electronic Capstone Manuscript**

The student will submit a final capstone manuscript in PDF format along with the electronic submission approval form by e-mail to the Office of Academic Affairs. The student should ensure that their capstone is free of errors; once it has been posted on UKnowledge, corrections cannot be made. Students are expected to submit their capstone in PDF format that does not exceed 100 megabytes; anything larger will generate problems in the submission process.

## *Suggested Sequence for Full-Time Students*

### **Year One**

<b>Fall - 9 Credit Hours</b>	<b>Completed</b>	<b>Spring - 9 Credit Hours</b>	<b>Completed</b>
CPH 9X0 Course	3	CPH 9X0 Course	3
CPH 9X0 Course	3	CPH 9X0 Course	3
Elective	3	CPH 9X0 Course	3
		Phase I Exam	0

### **Year Two**

<b>Fall - 12 Credit Hours</b>	<b>Completed</b>	<b>Spring - 9 Credit Hours</b>	<b>Completed</b>
CPH 9X1 Course	3	Elective	3
CPH 9X1 Course	3	Elective	3
Elective	3	Elective	3
Elective	3		

### **Year Three**

<b>Fall - 8-10 Credit Hours</b>	<b>Completed</b>	<b>Spring - 9 Credit Hours</b>	<b>Completed</b>
Elective	3	Elective	3
Elective	3	Elective	3
CPH 997 Doctoral Public Health Field Practicum	2-4	CPH 995 Doctoral Seminar in Public Health Research Methods	3
		Phase II Exam	0

### **Year Four**

<b>Summer - 2-4 Credit Hours</b>	<b>Completed</b>	<b>Fall - 6 Credit Hours</b>	<b>Completed</b>
CPH 997 Doctoral Public Health Field Practicum	2-4	CPH 996 Public Health Project or Dissertation Research	6

***You must enroll for at least 9 semester hours to be full time in the DrPH program.***

**Please see your advisor for a list of approved electives**

**Prerequisite Curriculum:**

DrPH curriculum is minimum 63 semester hours. Must complete courses listed below (or their approved equivalent). (Hours earned for prerequisite coursework will not be applied to the DrPH degree requirements)

*\*Please note, the following curriculum is under review. Please contact your advisor for required courses.*

<i>Biostatistics</i>	<i>Environmental Health</i>	<i>Epidemiology</i>	<i>Health Behavior</i>	<i>Health Management and Policy</i>
CPH 580 <input type="checkbox"/>	CPH 601 <input type="checkbox"/>	CPH 605 <input type="checkbox"/>	CPH 604 <input type="checkbox"/>	CPH 650 <input type="checkbox"/>

**DrPH Core Curriculum, Part A**

Must complete **ALL** five core courses.

<i>Biostatistics</i>	<i>Environmental Health</i>	<i>Epidemiology</i>	<i>Health Behavior</i>	<i>Health Management and Policy</i>
CPH 930 <input type="checkbox"/> Advanced Biostatistical Methods	CPH 920 <input type="checkbox"/> Advanced Environmental Health	CPH 910 <input type="checkbox"/> Advanced Epidemiology	CPH 940 <input type="checkbox"/> Health Related Behaviors	CPH 950 <input type="checkbox"/> Well Managed Public Health Org.

**DrPH Core Curriculum, Part B**

Must complete **all** of the following courses, including course in area of concentration.

<i>Biostatistics*</i>	<i>Environmental Health</i>	<i>Epidemiology</i>	<i>Health Behavior</i>	<i>Health Management and Policy</i>
BST 761 <input type="checkbox"/> Time to Event Analysis or BST 763 <input type="checkbox"/> Analysis of Categorical Data	N/A	CPH 911 <input type="checkbox"/> Prof. Seminar in Epidemiology	N/A	CPH 951 <input type="checkbox"/> Prof. Seminar in P.H. Management

**DrPH Core Curriculum, Part C**

Doctoral students must complete **ALL** of the following

CPH 995	Doctoral Research Methods in Public Health	<input type="checkbox"/>
CPH 996	Public Health Project Research (1 – 6 credit hours; maximum of 6 credit hours per semester)	<input type="checkbox"/>

**Advanced Courses in Area of Concentration (Electives)**

Doctoral students must complete **four** courses in major area of concentration (Requires advisor approval)  
 And **four** additional elective courses (Requires advisor approval)

*Epidemiology*

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*Health Management and Policy*

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*Electives*

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**Other Requirements**

Students must complete **ALL** of the following requirements

Phase I Exam <input type="checkbox"/>	CPH 997 <input type="checkbox"/> Doctoral PH Field Practicum I (2, 3 or 4 hrs)	CPH 997 <input type="checkbox"/> Doctoral PH Field Practicum II (2, 3 or 4 hrs)	Phase II Exam <input type="checkbox"/>	Major Problem Solving Capstone Project <input type="checkbox"/>
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