

Department of Epidemiology  
Guidelines for the Doctoral Degree

Fall 2009



University of Michigan  
School of Public Health

## TABLE OF CONTENTS

<b>INTRODUCTION .....</b>	<b>1</b>
<b>Communication and Logistics.....</b>	<b>1</b>
<b>Student Services Office.....</b>	<b>1</b>
<b>MCard (Student ID Card).....</b>	<b>1</b>
<b>Uniqname, E-mail &amp; Communications.....</b>	<b>2</b>
<b>Wolverine Access .....</b>	<b>2</b>
<b>C-Tools.....</b>	<b>2</b>
<b>Computer Sites.....</b>	<b>3</b>
<b>SPH Library .....</b>	<b>3</b>
<b>STAGES IN THE DOCTORAL DEGREE.....</b>	<b>3</b>
<b>Pre-Candidacy.....</b>	<b>3</b>
<b>Candidacy .....</b>	<b>3</b>
<b>TIME LIMITS FOR DEGREE COMPLETIONS.....</b>	<b>4</b>
<b>STEPS FOR ADVANCING TO CANDIDACY.....</b>	<b>4</b>
<b>Requirement 1: Acquiring the Necessary Number of In-Residence Course Credits (RFTs)</b>	
<b>Rackham Fee Totals.....</b>	<b>4</b>
<b>Coursework-in-Residence .....</b>	<b>5</b>
<b>Independent Study Courses .....</b>	<b>5</b>
<b>Relevant Master’s Degree Credit Reduction.....</b>	<b>5</b>
<b>Requirement 2: Completing the Course Requirement</b>	
<b>Required Epidemiology Courses .....</b>	<b>5</b>
<b>Recommended Courses.....</b>	<b>5</b>
<b>Cognate Requirement.....</b>	<b>6</b>
<b>Requirement 3: Successfully Passing the Competency Exam</b>	
<b>The Competency Exam.....</b>	<b>6</b>
<b>THE COMPETENCY EXAM.....</b>	<b>6</b>
<b>Format and Structure.....</b>	<b>7</b>
<b>Table One .....</b>	<b>7</b>
<b>Intent to Take the Exam.....</b>	<b>7</b>
<b>Requests for Extended Exam Time .....</b>	<b>8</b>
<b>Grading Process .....</b>	<b>8</b>
<b>Criteria for Competency Exam Grades.....</b>	<b>8</b>
<b>Appeals Procedure.....</b>	<b>8</b>
<b>Preparation for the Competency Examination .....</b>	<b>9</b>
<b>Table 2.....</b>	<b>9</b>
<b>FORMALLY ADVANCING CANDIDACY.....</b>	<b>10</b>
<b>Deadlines for Advancing to Candidacy.....</b>	<b>10</b>
<b>FORMATION OF THE DISSERTATION COMMITTEE.....</b>	<b>10</b>
<b>Composition of the Dissertation Committee.....</b>	<b>10</b>
<b>Chair or Co-Chairs .....</b>	<b>11</b>

Cognate Member .....	11
Eligibility for Service on Dissertation Committees .....	11
Additional Documentation Required .....	12
<b>THE PRELIMINARY EXAMINATION.....</b>	<b>12</b>
The Written Research Prospectus .....	13
Optional Elements.....	13
Format and Structure.....	13
The Oral Presentation and Research Prospectus.....	14
<b>COMPLETION AND PUBLICATION OF THE DISSERTATION.....</b>	<b>14</b>
Pre-dissertation Defense Meeting .....	14
Dissertation Abstract .....	14
Dissertation Evaluation Forms .....	15
Oral Defense Packet.....	15
Formatting and Publishing your Dissertation.....	15
Post Defense Meeting .....	15
Deadline for Completion .....	15
<b>ADDITIONAL REQUIREMENTS FOR CANDIDATES .....</b>	<b>16</b>
Credit Requirements .....	16
Augmented Candidacy Enrollment.....	16
Epidemiology 890 Guidelines.....	16
The Doctoral Seminar.....	17
<b>ADMINISTRATIVE DETAILS .....</b>	<b>17</b>
Full-Time Enrollment Status .....	17
Detached Study.....	17
Doctoral Candidates who are not Enrolled .....	18
<b>GSI AND GSRA APPOINTMENTS.....</b>	<b>18</b>
<b>FELLOWSHIPS AND SCHOLARSHIPS .....</b>	<b>18</b>
<b>GRANTS .....</b>	<b>20</b>
<b>WEBSITE QUICK REFERENCE GUIDE.....</b>	<b>21</b>
<b>INDEPENDENT STUDY INSTRUCTOR SECTION NUMBERS.....</b>	<b>22</b>

## INTRODUCTION

Welcome to the Epidemiology Doctoral program! As a Doctor of Philosophy (Ph.D.) student in Epidemiology, you will need to familiarize yourself with procedures and requirements that are set forth by the Horace H. Rackham School of Graduate Studies as well as the Department of Epidemiology. This booklet is meant to serve as an introduction and basic overview of these requirements as well as provide information on communications and logistics to assure your success as a student.

It is highly recommended that you peruse the website for Rackham's Office of Academic Records and Dissertations (OARD) for more detailed information on the guidelines, requirements and deadlines for achieving the various milestones towards obtaining the Ph.D. degree. The website is [www.rackham.umich.edu/OARD/](http://www.rackham.umich.edu/OARD/). All of Rackham's required forms can be found at this site. In completing these forms, indicate Epidemiologic Science Ph.D. as the Academic Program and 00198 as the Code. Rackham's website also provides a very efficient search engine for locating specific information contained in the Rackham Graduate Student Handbook.

### **Communications and Logistics**

While an official student file is kept at the Rackham School of Graduate Studies Office of Academic Records and Dissertation (OARD), a file for each Epidemiology student is also kept by the Student Services Coordinator in the Departmental Student Services Office. If you have any questions about your academic status or Rackham's policies throughout your academic career, please see the Student Services Coordinator.

As a doctoral student, you will automatically be included in an e-mail group called [epidocs2009@umich.edu](mailto:epidocs2009@umich.edu). All notification of events, fellowships and deadlines are distributed through this venue. It is very important that you make sure that you are receiving the communications sent to this group. You can identify the email groups you are a member of by logging into the University of Michigan On-line Directory ([www.directory.umich.edu](http://www.directory.umich.edu)) and clicking the "Show Membership" icon. If your name is not included in *epidocs*, please notify the Student Services Office.

### **Student Services Office**

The Student Services Office is located in offices 4643 & 4647 SPH I (Tower). Your Student Services Representatives can assist you with course registration, policy and procedure interpretation, dropping/adding courses, grade changes, substitution or exemption of program requirements, transfer of credit and resource referral. Sally Musselman, [musselms@umich.edu](mailto:musselms@umich.edu), 734-764-5415 and Nancy Francis, [nhellner@umich.edu](mailto:nhellner@umich.edu), 734-763-0182 are the Epidemiology Student Services Representatives.

### **MCard (Student ID Card)**

If you are coming from a U-M program, you don't need to get a new MCard. New students may get their MCards anytime after they have paid the enrollment deposit at the MCard Center in the Student Activities Building. You will need your MCard to access the SPH buildings after business hours, access the computer classrooms in the basement of SPH II, check out books from the library, ride the city-operated AATA buses for free and gain admittance to football games (with student ticket) and other athletic events. For more information on MCard, please visit: <http://www.mcard.umich.edu/>

Even if you are matriculating from a UofM program, you will need to get a new MCard. Non UofM students may get their MCards anytime after they have paid the enrollment deposit at the MCard Center in the Student Activities Building. Your MCard provides you access the SPH buildings after business hours, access the computer classrooms in the basement of SPH II, and allows you to check out books from any of the U-M libraries, including the School of Public Health Library, ride the city-operated Ann Arbor Transportation Authority (AATA) buses for free, and gain admittance to football games (with student ticket) or other athletic events. For more information on MCard, please visit: <http://www.mcard.umich.edu/>.

### **Uniqname, E-mail & Communications**

A unqname and password will be assigned to you upon matriculation. The unqname is an all-character string which serves as your unique identifier when accessing UofM services. It is also your e-mail address when appended to @umich.edu. You must have a UofM unqname and password in order to log into Wolverine Access, C-Tools or your e-mail. If you have difficulty activating your unqname and password, contact the ITCS Accounts Office. More information is available on the ITCS website: <http://www.itd.umich.edu/accounts>.

E-mail is used extensively to get information to you, both from the Department and from the School. The university's web-based email can be accessed by logging in with your unqname and password at: <http://www.mail.umich.edu/>

As a doctoral student, you are automatically added to the following e-mail groups: [epidocs2009@umich.edu](mailto:epidocs2009@umich.edu) and [epidocs@umich.edu](mailto:epidocs@umich.edu). The [epidocs2009@umich.edu](mailto:epidocs2009@umich.edu) group is comprised of only first-year Ph.D. students who are matriculating during the 2009 fall term. The [epidocs@umich.edu](mailto:epidocs@umich.edu) group is comprised of all the currently enrolled Ph.D. students. All notification of events, fellowships, deadlines and additional relevant information are distributed through these email groups. **It is very important that you make sure that you are receiving the communications sent to these groups.** You can identify your membership in these email groups by logging into the University of Michigan On-line Directory (<http://directory.umich.edu/>) and clicking the "Show Membership" icon. If your name is not included in these email groups, please notify the Student Services Representative.

Student mailboxes are located in the cubicle area near the EXIT ONLY door of the 4665 Office Suite in the SPH Tower. Your Student Services Representatives can help you locate your mailbox. Please check your mailbox periodically for important memos and other information.

### **Wolverine Access**

Wolverine Access (<http://wolverineaccess.umich.edu>) is a web-based system that provides access to many services throughout the University, including registration for classes, signing up for direct deposit, ordering or printing transcripts and updating your current address and personal information. Once you arrive on campus, it is important that you update your profile to reflect your current address. If you do not change it, any correspondence from the university will be mailed to the address you provided on your application.

### **C-Tools**

C-Tools, <http://ctools.umich.edu>, is a web-based course and collaboration site. It is designed to help faculty, researchers, and students create course and project websites. If you need assistance learning how to use C-Tools, please attend a free training workshop. The schedule for these workshops can be

found under the training heading at <https://ctools.umich.edu/>. In addition, every doctoral student can set up a Grad Tools site on C-Tools to review their progress and manage their dissertation project. More information is available about this site feature at <http://gradtools.umich.edu/>.

### **Computer Sites**

There are several computer sites throughout the University, the closest being on the ground floor of the SPH II building. You will need to use your MCard to access this computer site. For a complete listing of computer sites, go to the ITD website, <http://www.itcs.umich.edu/sites/>. There are also a number of computers available for use on the second floor of SPH I, as well as in the SPH library, M2030 SPH II. Students can print up to 400 pages at ITCS Campus Computing sites per term free of charge. Please visit the ITCS website for more information: <http://www.itcs.umich.edu/sites/printing/>.

### **SPH Library**

The Public Health Library and Informatics Division (PHLI), M2030 SPH II, houses one of the most extensive collections of books and journals on public health in the United States. They also offer workshops on a variety of software classes in the beginning of the fall term. For more information on hours and resources, visit their website at <http://www.sph.umich.edu/phli/>.

The University library system also offers a number of convenient delivery services to graduate students, including the Mirlyn 'Get This' service, by which books held in any U-M library can be delivered to the SPH or another library for pick-up; the 7-FAST service, by which students can receive electronic copies of journal articles or book chapters held in a U-M library; and Inter-library loan, by which books or articles in journals not owned by U-M can be requested from other libraries. For more information about these services, visit the U-M library website: <http://www.lib.umich.edu/delivery-services>. A large number of public health and medical journals are available online, requiring login with your unquname and Kerberos password. To view the complete list of Electronic Journals visit <http://www.lib.umich.edu/ejournals>.

## **STAGES IN THE DOCTORAL DEGREE**

After admission to the Doctoral Program, there are two major stages in your program to be completed prior to getting your Ph.D. degree. These stages are the *Pre-Candidacy* stage and the *Candidacy* stage.

### **Pre-Candidacy**

The major tasks of a Pre-Candidate are to (1) acquire the necessary number of In-Residence course credits, (2) complete the departmental course requirements, and (3) successfully pass the written Competency Examination.

### **Candidacy**

The major tasks of a Candidate are to (1) develop a written prospectus that describes your research plan, (2) complete a Preliminary Examination during which you present your research proposal to your dissertation committee and receive their approval for your written prospectus, (3) complete the proposed research identified in your prospectus with the ongoing guidance of your dissertation committee, and (4) present your dissertation research in a final oral "dissertation defense."

In general, the doctoral program takes a total of 2.5 to 4.5 years to complete if a prior Master of Public Health degree (or other relevant master's degree) has been obtained. This time frame largely

depends on how soon a student completes and passes the Preliminary Examination. Once a student successfully completes the Preliminary Examination, it usually takes two or three years to complete the additional requirements for the Ph.D. degree. Although every student differs in their time frame, a typical timeline might be matriculation in the fall term with a relevant Master's degree, successful completion of the Competency Examination the following spring (after 9 months), development and defense of the research prospectus (i.e. completion of the Preliminary Examination) within the following 9 to 18 months, and completion of the research effort, including the final oral defense and written dissertation within the next 12-27 months.

### **TIME LIMITS FOR DEGREE COMPLETION**

A student must complete the Preliminary Examination within 4 years from the date of first enrollment. All additional requirements must be completed within 7 years from the date of first enrollment. A student who exceeds the maximum time limit, or who needs additional time beyond the expected term of completion, should do each of the following:

1. Communicate with the dissertation committee chair and/or the department chair and obtain a written statement indicating strong support for the requested extension.
2. Complete a [Petition for Modification or Waiver of Regulation Form](#) (available on Rackham's website) specifying the amount of remaining work to be completed for the degree and indicating the month and year the student plans to defend the dissertation.
3. Submit the Petition to the Epidemiology Student Services Office for further processing. Rackham's decision will be communicated to the student, the chair of the dissertation committee, and the Department chair.

### **STEPS FOR ADVANCING TO CANDIDACY**

The process of transitioning from Pre-Candidate to Candidate is referred to as "advancing to Candidacy." All students, but particularly non-resident (out-of-state) students, will see a dramatic reduction in tuition upon advancing to Candidacy.

The three requirements for advancing to Candidacy are: 1) acquire the necessary number of In-Residence course credits, otherwise known as Rackham Fee Totals (RFTs); 2) complete the course requirements; and 3) successfully pass the written Competency Examination.

#### ***Requirement 1: Acquiring the necessary number of In-Residence Course Credits (RFTs)*** **Rackham Fee Totals (RFTs)**

Rackham Fee Totals is a term used to designate the number of fee credits you earn when you register for coursework. (Please note that RFTs are not the same as Credits Toward Program (CTP), which are the number of *academic* credits earned.) A total of 68 RFTs are required to receive the Ph.D. degree. A Pre-Candidate is required to obtain a minimum of 36 RFTs before advancing to Candidacy. A deficiency in RFTs at the time of advancement to Candidacy can be remedied by paying for the needed credits without actual enrollment, as long as the 18 Coursework-in-Residence credits have been obtained; see below for more details. The cost of the credits will be charged at the standard student's current rate per credit hour.

### **Coursework-in-Residence**

Eighteen (18) of the Pre-Candidate RFTs must be “Coursework-in-Residence” credits. In-Residence simply means that those credits must be earned on the Ann Arbor Campus. **As a Pre-Candidate, Rackham will only count up to 9 RFTs per term towards the In-Residence credits regardless of how many academic credits you take in a given term.** For example, if during the fall term, you complete courses equivalent to 10 academic credits and during the winter term, you complete courses equivalent to 8 academic credits, Rackham will count only 17 RFTs for those two terms. This is because Rackham charges tuition for up to 9 credits per term. Please note, you cannot pay for in-residence credits - you must earn 18 of the minimum 36 RFT’s through coursework on the Ann Arbor campus. It may also be possible to retroactively add credits to a prior-term; however, any adjustments in tuition will be charged to whoever paid the tuition for that term.

### **Independent Study Courses**

Pre-Candidates should be aware that course credits from certain independent study courses do not count towards In-Residence credits. For example, Epid 990 (pre-Candidate Dissertation Research) does **not** count towards the In-Residence credits. Formally audited courses or courses in which students ‘sit in’ do not count towards In-Residence credits. However, there are a couple independent study courses that do count toward the In-Residence credits (i.e., Epid 970, Independent Research and Epid 891, Advanced Readings in Epidemiology.)

### **Relevant Master’s Degree Credit Reduction**

Doctoral students can have their RFTs reduced from the required 68 credits to 50 credits for a total reduction of 18 RFTs. This can be done **during the student’s second semester** by providing the Student Services Coordinator with the following information: institution name; degree title; date of reception; and a short explanation of how the master’s degree is relevant to the current doctoral program. **Students should also provide the Student Services Coordinator with an official transcript with the degree date posted.** This official transcript will be sent to Rackham, which must have a final official transcript on file, with the master’s degree posted, before the 18 RFTs will be reduced. NOTE: U-M master’s degrees earned through Rackham are not considered relevant for a reduction in the RFTs.

As a Pre-Candidate, you can advance to Candidacy after your first year in the program by earning 18 RFT In-Residence credits during your first year (9 per semester), having a relevant master’s degree for the credit reduction, and passing the Competency Exam.

## ***Requirement 2: Completing the Course Requirements***

### **Required Epidemiology Courses**

As a Pre-Candidate, you are required to take two didactic Epidemiology courses: EPID 811 and EPID 812. EPID 811 is [Critical Appraisal of Epidemiologic Studies](#) (3 credits) and EPID 812 is [Critical Appraisal of Pathobiology](#) (2 credits). Both courses are offered during the winter term, and students must register for them prior to taking the Competency Examination.

### **Recommended Courses**

First-year doctoral students who have not completed courses similar to our core master’s courses in epidemiologic methods, biostatistics, and pathobiology are expected to complete these courses before taking the Competency Examination. In addition, doctoral students who have not completed Epid 601 (Principles and Methods of Epidemiology—fall; 4 credits) or a similar course at another

university should take this course in their first term. Another strongly recommended methods course for Ph.D. students is Epid 814 (Topics in Epidemiologic Analysis—fall; 3 credits), which should be taken after 601. Faculty mentors should also suggest additional courses which will help students' prepare for the Competency Examination or meet their career objectives (refer to Table 2 on page 12 for additional course recommendations).

In addition, academic credits earned as a Pre-Candidate can be for independent research with your faculty mentor. Students can register for an independent study (Epid 970 or Epid 891) using the section number assigned to your faculty mentor or the faculty member with whom you are doing research. A list of department faculty section numbers is included in this handbook on page 23.

### **Cognate Requirement**

All Pre-Candidates are required to earn four (4) academic credits of graduate “cognate course work” (non-epidemiology course work). Graduate level courses taken at another institution before starting the Ph.D. program can be used to satisfy this cognate requirement *in spirit* as long as the Department chair approves, if Rackham's OARD approves **AND** if the credits were not required in obtaining a prior degree. Students are required to provide an official transcript to Rackham's OARD showing the relevant coursework.

## ***Requirement 3: Successfully Passing the Competency Examination***

### **The Competency Examination**

The Competency Examination is usually taken after the first year of the doctoral program, although this time frame is flexible. The exam is only offered one time during a calendar year, usually in late April or early May. It is recommended that students who plan to take the Competency Examination consult with their advisor and discuss preparatory coursework and readiness for taking the examination.

In general, the exam is intended to ensure students have sufficient competency in the broad areas of epidemiology to justify their pursuit of a specific area of epidemiologic research. These broad areas are the core areas common to all epidemiology students, including population science concepts, study design, data-collection methods and measurement, statistical methods and other analytic approaches, causal inference, and biological knowledge. These core areas of the exam are assessed through three in-class (Part I) questions on general principles and methods of epidemiology, biostatistical methods and applications to epidemiologic analysis, and pathobiology.

The exam is also intended to test students' understanding and ability to integrate substantive material in the following areas: chronic disease epidemiology; infectious disease epidemiology; social epidemiology; and laboratory methods. The take-home exam (Part II) contains one question from each of these four areas, and the student is required to answer any two. These four areas are not meant to represent comprehensive or mutually exclusive areas of epidemiology, but rather to reflect the current range of research a student may specialize in within the Department of Epidemiology. These areas may change over time.

## **THE COMPETENCY EXAMINATION**

The Competency Examination is not designed to be a recitation of a collection of facts presented in a specific course, but rather is designed to probe the student's ability to identify important issues when

presented with a problem, generate a series of arguments relevant to the issues, and be able to formulate a well-reasoned approach based on the arguments being presented.

<b>Table 1: Content Areas for Examination</b>		
<b>Questions</b>	<b>Content Area</b>	<b>Example areas</b>
<b>Core – Part I</b> A single question in each area to be answered by all students.	<b>Epidemiology principles and methods</b>	Study design, subject selection, data collection and measurement, effect estimation, sources of bias, effect modification and interaction, causal inference.
	<b>Biostatistics and application to epidemiology</b>	Choice and implementation of statistical methods including model fitting, parameter estimation and significance testing, statistical inference, and interpretation of statistical findings.
	<b>Pathobiology</b>	Integrating pathobiological knowledge into the design, analysis, and interpretation of epidemiologic studies.
<b>Content Area Specific – Part II</b> One question will be posed in each of four areas: infectious disease epidemiology, chronic disease epidemiology, social epidemiology, and laboratory methods.	<b>Chronic Disease, Infectious Disease, Social Epid, Laboratory Methods</b>	Demonstrate substantive knowledge in a given area. Identify key issues in formulating research questions & designing research, critical review of published literature, synthesis of data across studies, resolution of conflicting results, drawing of judicious inference, formulation of next research and disease control steps.

### **Format and Structure**

The Competency Examination is given in two parts: Part I consists of three questions from the core-content area, which will be distributed and answered in class. Part II consists of four take-home questions from different research areas, which may vary from year to year. Take-home questions will be distributed after Part I has been completed. Students are required to answer all three questions in Part I and answer two of the four questions in Part II (see Table 1).

All Competency Examination questions are open-book, open-note format. Students may use whatever material they bring with them to the in-class portion of the exam. Students are **NOT** permitted to use the internet during the in-class portion. Students may use whatever material they can access, including the internet for the take-home portion of the exam. There is a time limit for the core-content area questions in Part I and a word limit for the take-home questions in Part II.

Grading of the exam is blinded, so that graders will not be able to identify the students. The Student Services Coordinator will assign and distribute a numeric code to each student prior to the exam, and this code is used on the exam, instead of names or other identifying information.

### **Intention to Take the Exam**

Part I of the Competency Examination is administered in late April or early May and has historically taken place in Computer labs, located on the ground floor of SPH II, commencing at 8:00 AM and ending at 5:00 PM. Students are required to leave the examination for a 1-hour lunch period. Lunch is provided by the department. Part II questions are distributed upon the students' completion of Part I. Part II answers must be submitted to the Student Services Office one week after the exam is distributed. Failure to meet the deadlines will result in retaking the entire examination.

Students are not required to be registered for coursework at the time they take the exam if they have had a previous fall and winter enrollment. All students must notify the Student Services Coordinator of their intention to take the exam before the end of the winter term. Sometime during the middle of the winter term, an email will be sent by the Student Services Coordinator asking those who plan to take the exam to identify themselves. Students who intend to take the exam will be notified with the specific details of the location, times, and any additional information related to the exam.

### **Requests for Extended Exam Time**

Provisions in the form of extended exam time will be made for students with disabilities or for those whom English is not their first language. However, requests for extended examination time must be submitted in writing for Doctoral Committee review to the Student Services Coordinator at least two months before the end of winter term.

### **Grading Process**

Each exam question will be read and graded by two faculty members, one of whom is usually a member of the Doctoral Committee.

Each question will be graded on a 0-10 scale. Based on the feedback from the faculty graders, the Doctoral Committee will collectively assign a final grade for each question for each student and will make a recommendation of pass, conditional pass, or fail. Finally, the entire faculty will meet to review the exams and approve any conditions for students who received a conditional pass.

Following the full faculty meeting, the following materials will be made available to students to review in the Student Services Office: a) the overall results, and breakdown of results per content area--pass, conditional pass, or fail; b) the requirements of a conditional pass or next step for failed exams (if necessary); and c) a copy of student answers with grader's comments (if available).

### **Criteria for Competency Exam Grades**

There are three possible outcomes for the overall exam grade: unconditional pass, conditional pass, and fail.

- An **unconditional pass** requires a mean score, across all five questions, of 70% or more **and** no score on any question that is less than 60%.
- A **conditional pass** requires a mean score, across all five questions, of 70% or more **and** one score of less than 60%. Students who receive a conditional pass will be required to satisfy a condition in the area in which they received a score of less than 60%. Conditions may include, but are not limited to, taking courses for credit, completing exercises in addition to the course for credit, tutorials, or taking another exam question. Any conditions that are imposed must be satisfied before the next Competency Examination. Failure to meet the deadline will result in retaking the entire examination. All conditions must be completed before students with a conditional pass can advance to Candidacy.
- A **fail** receives a mean score, across all five questions, of less than 70% **or** scores less than 60% on 2 or more questions. Students who fail the exam for a second time will not be able to continue in the program.

### **Appeals Procedure**

Students may appeal the decision on the results of their exam. Students wishing to do so should submit a formal written request to the chair of the Doctoral Committee within one month of receiving the results of the Competency Examination.

### Preparation for the Competency Examination

The Competency Examination, or its parts, should not be regarded as the equivalent of a “final exam” for a specific course, but as a means of integrating the content available through multiple courses the student may have taken as part of master’s or doctoral training.

Table 2 lists the specific courses that are relevant to each section of the exam. The list is by no means exhaustive, nor are students expected to have taken all of the courses listed prior to taking the Competency Examination. In Part II of the exam, students answer two of four questions and are therefore not expected to be familiar with the material covered in ALL the courses listed. Students should consult with their faculty mentor to decide on the best strategy to prepare for Part II of the exam.

<b>Table 2: Courses Relevant for Competency Examination</b>		
<b>Questions</b>	<b>Content Area</b>	<b>Example courses</b>
<b>Core – Part I</b>	<b>Epidemiology principles and methods</b>	Epid 600 <i>Introduction to Epidemiology</i> Epid 601 <i>Principles and Methods of Epidemiology</i> Epid 655 <i>Field Studies in Epidemiology</i> Epid 811 <i>Critical Appraisal of Epidemiologic Studies</i> Epid 814 <i>Topics in Epidemiologic Analysis</i>
	<b>Biostatistics and application to epidemiologic analysis</b>	Biostat 503 <i>Introduction to Biostatistics</i> Biostat 523 <i>Biostatistical Studies</i> Biostat 560 <i>Statistical Methods in Epidemiology</i> Epid 656 <i>Applied Epidemiologic Data Analysis</i>
	<b>Pathobiology</b>	EPID 517 <i>Essentials of Pathobiology</i> Path 580 <i>General Pathology</i> or Path 581 <i>Tissue, Cellular and Molecular Basis of Disease</i> Epid 812 <i>Critical Appraisal of Pathology</i>
<b>Content Area Specific – Part II</b>	<b>Infectious Disease</b>	Epid 605 <i>Infectious Disease Epidemiology</i> Epid 606 <i>Advanced Infectious Disease Epidemiology</i> Epid 880 <i>The Epidemiological Links between Infectious and Chronic Disease</i>
	<b>Chronic Disease</b>	Epid 552 <i>Epidemiology of Chronic Diseases</i> Epid 880 <i>The Epidemiological Links between Infectious and Chronic Disease,</i> Epid 604 <i>Cardiovascular Disease</i> Epid 621 <i>Cancer Epidemiology</i>
	<b>Laboratory Methods</b>	Epid 543 <i>Virus Diseases</i> Epid 545 <i>Viral and Molecular Techniques Laboratory</i> Epid 560 <i>Mechanisms of Bacterial Pathogenesis</i>
	<b>Social Epidemiology</b>	Epid 514 <i>Social Epidemiology</i> Epid 617 <i>Social Epidemiology II: Social and Economic Determinants of Population Health</i> Epid 804 <i>Population Health and its Determinants</i> Epid 819 <i>Psychiatric Epidemiology</i>

## FORMALLY ADVANCING TO CANDIDACY

When a Pre-Candidate has satisfied all the requirements and is ready to advance to candidacy, the student should complete a [Recommendation for Candidacy](#) form, which is available on Rackham's website, and submit it to the Student Services Coordinator. The Student Services Coordinator will obtain the final signatures and submit the form to Rackham's OARD. Copies are also placed in the student's departmental academic file.

Rackham has strict deadlines for completing the requirements to advance to Candidacy. The deadlines listed below are for this academic year and are also available on Rackham's OARD website. These deadlines apply to the completion of the requirements to advance to Candidacy only, not to the submission of the required forms.

### Deadlines for Advancing to Candidacy, 2009-2010 Academic Year

<b>Term in which student will be considered a Candidate (Candidacy tuition begins)</b>	<b>Deadline for all requirements to be met</b>
Fall 2009	September 22, 2009
Winter 2010	January 20, 2010
Spring or Spring/Summer 2010	May 4, 2010
Summer 2010	June 30, 2010
Fall 2010	September 21, 2010

Students who anticipate advancing to Candidacy at the beginning of a term should register for EPID 990. Rackham will change that course selection to EPID 995 upon approval of the [Recommendation for Candidacy](#), and tuition will subsequently be recalculated. Students not registered for EPID 990 will have EPID 995 automatically added to their course selections.

Once the student is a Candidate, the focus of the doctoral program shifts towards the development and implementation of a research plan with the culmination of a written dissertation and oral defense.

## FORMATION OF THE DISSERTATION COMMITTEE

In preparation for the Preliminary Examination, students, with consultation and collaboration from their faculty advisor, should form their Dissertation Committee. Upon formation of the Dissertation Committee, the [Dissertation Committee Form](#) should be completed and submitted to Rackham via the Student Services Coordinator. This form can be found online at Rackham's OARD website. If the composition of the Dissertation Committee changes, students must resubmit the same form to reflect the revisions.

### Composition of the Dissertation Committee

Dissertation committees must have at least **four** members, at least three of whom are regular members of the Graduate Faculty (see *Eligibility for Service on Dissertation Committees* below) and at least two of whom are from the doctoral Candidate's home program. Furthermore, each committee:

- Must have a sole Chair or two Co-Chairs

- Must have a Cognate member who is familiar with the standards for doctoral research; holds at least a 50% appointment in a Rackham doctoral program related to the Candidate's field (**not** the Candidate's home program); and does not hold any fraction of an appointment in the Candidate's home program (including joint and adjunct appointments) or serve as a member of the steering committee of the Candidate's interdepartmental degree program
- May include a University faculty member who is not a regular member of the Graduate Faculty, a University staff member, or a qualified individual outside the University to provide expertise in the Candidate's discipline. **Special members must be approved by the graduate chair and by Rackham.**

NOTE: Doctoral students in the Department of Epidemiology should consider having a fifth member on their dissertation committee.

### **Chair (or Co-Chairs)**

The chair (or each co-chair) is responsible for guiding and encouraging the Candidate's design and execution of an original, high quality, doctoral-level research project. The end result is expected to be a dissertation that makes a substantive contribution to the Candidate's discipline.

### **Cognate Member**

The Cognate member's role is to broaden the scholarly representation of the dissertation committee beyond the Candidate's home program and to provide a non-specialist's perspective on the quality and relevance of the dissertation.

### **Eligibility for Service on Dissertation Committees**

Nominations for dissertation committee service are made by means of the [Dissertation Committee Form](#), which must be signed by the chair of the doctoral candidate's program and the department chair. All nominations must be approved by the Graduate School and are subject to the following guidelines:

1. Regular members of the Graduate Faculty—i.e., Professors, Associate Professors, and Assistant Professors—affiliated with a Rackham doctoral program and who hold an earned doctorate from an accredited institution may serve as a member of the committee, or as sole chair, co-chair, or cognate member.
2. Regular members of the Graduate Faculty not affiliated with a Rackham doctoral program may serve on dissertation committees. They may also serve as co-chair with a regular member of the Graduate Faculty affiliated with a Rackham doctoral program, but not as sole chair or cognate member.
3. Instructors and Lecturers who have no appointment as members of the regular Graduate Faculty may serve on dissertation committees if they hold an earned doctorate from an accredited institution. They may also serve as co-chair with a regular member of the Graduate Faculty affiliated with a Rackham doctoral program, but not as sole chair or cognate member.
4. Retired and *emeriti* Professors who were affiliated with a Rackham doctoral program may serve on dissertation committees. They may also serve as co-chair or, by special arrangement (see Special Membership form), as sole chair or cognate member.
5. Research Professors (RP, i.e., Research Professors and Research Associate Professors) who are affiliated with a Rackham doctoral program may serve on dissertation committees if they hold an earned doctorate from an accredited institution. They may serve as a co-chair, regular member or by special arrangement as a sole chair.
6. Research Scientists (RS, i.e., Research Scientists, Associate Research Scientists, Assistant

Research Scientists, Research Assistant Professors, and Research Investigators) who are affiliated with a Rackham doctoral program may serve on dissertation committees if they hold an earned doctorate from an accredited institution (see Special Membership form). They may not serve as sole chair or Cognate member.

7. All those who do not have an earned doctorate, whether affiliated with a Rackham doctoral program or not, must be approved for dissertation committee service on a case-by-case basis. If approved, they may serve as a member of the committee, as the sole chair, co-chair, or cognate member.
8. University faculty and staff not included in the preceding categories and qualified individuals outside the University whose service is desirable may serve on dissertation committees, subject to review on a case by case basis. They may also serve as co-chair with a regular member of the Graduate Faculty affiliated with a Rackham doctoral program, but not as sole chair or cognate member.

No person working toward a doctoral degree may serve on a dissertation committee until all requirements for the degree have been met.

University faculty who were previously approved to serve as sole chair or cognate member but who are no longer affiliated with the University may not continue to serve as the sole chair or as the cognate member. This person may serve as a co-chair or as a regular member based upon the eligibility guidelines for dissertation committee service.

#### **Additional Documentation Required**

A [Nomination for Special Membership Form](#), found on Rackham's website, a memo detailing the nominee's expertise in the dissertation topic (usually written by the committee chair), and a *curriculum vita* or resume must accompany the Dissertation Committee Form when the following nominations are being made:

- University faculty and staff who are not regular faculty and qualified people from outside the University who may or may not hold academic appointments and whose service on the committee would contribute significantly may be nominated for special membership.
- A retired professor may be nominated to serve as a Chair or Cognate on a dissertation committee. This request must accompany the three pieces of paperwork listed above and a letter from the retired professor confirming he/she has experience serving on and chairing dissertations committees, has taught formal courses or seminars, and served as an advisor or counselor for graduate students.
- A primary research staff (i.e., Research Scientists, Associate and Assistant Research Scientists, and Research Investigators) may be nominated to serve as sole Chair of a dissertation committee. This request must accompany the three pieces of paperwork listed above and a memorandum from the doctoral Candidate's program chair describing the nominee's qualifications for dissertation committee service.

## **THE PRELIMINARY EXAMINATION**

In addition to the written Competency Examination, doctoral students are required to satisfactorily pass a preliminary examination in which their research prospectus is presented to the dissertation committee. It is expected that students will give their presentation within 12 months of successful completion of the Competency Examination. Failure to do so shall result in intensive scrutiny regarding the reasons for lack of timely progression. Students are required to be registered for at least one credit during the term in which they present their prospectus.

There are three elements involved in presenting the research prospectus:

1. At least 2, but preferably 4, weeks prior to the research prospectus presentation, students must present a written proposal to the members of their dissertation committee that is similar to a proposal submitted to a major funding agency such as NIH.
2. On the day of the presentation, students present an oral summary of their prospectus.
3. As part of this presentation, students are expected to successfully respond to questions posed by their committee.

### **The Written Prospectus**

The written proposal should include the following elements and must not exceed 30 double-spaced typed pages using standard font and format:

1. **Summary Abstract** (1 page suggested)
2. **Specific Aims and Hypotheses** (1-2 pages suggested) - make clear the specific questions to be investigated in the dissertation and the long term goal(s) of this type of research.
3. **Background and Public Health Significance** - concisely review relevant literature to provide a rationale for why the proposed research is important or innovative, and explain the significance of the proposed research for public health.
4. **Research Methods** - depending on the nature of the dissertation (whether it is experimental, involves primary data gathering, or secondary data analysis), cover issues such as feasibility and timeline; data sources and management; study design; reliability and validity of measurement of measurement; experimental protocol; plan for statistical analysis and data management; and critical insights into strengths and limitations.
5. **References**

### **Optional Elements**

The following may also be included in your written proposal:

1. **Preliminary Results** - this section is important in situations where students have preliminary results that demonstrate the feasibility and the potential importance of their proposed research. Where relevant, Preliminary Results should be included before the section on Research Methods.
2. **Application tables and graphics** may be included either directly in the text or as Appendices, but they do not count towards the 30-page limit.

While every prospectus should contain all the required elements, the particular emphases, subject matter and page lengths will depend upon the nature of the proposed research. However, in every case, a prospectus is expected to adhere to the overall limit of 30 pages.

### **Format and Structure of the Oral Presentation**

The oral presentation and submission of a written prospectus of the research protocol implies prior planning and review by the student's mentor and consultation with members of the student's dissertation committee. A related issue is that both the student and mentor have a shared responsibility for informing members of the dissertation committee about progress or modifications in the research protocol.

Upon satisfactorily passing the preliminary examination, the student should submit a [Preliminary Examination Form](#), found on the Student Information and Resources page of the Epidemiology website. It must be completed, signed by the dissertation committee members and return to the Epidemiology Student Services Office.

### **The Oral Presentation of the Research Prospectus**

The oral presentation of the research prospectus (approximately 2 hours) should include a statement of research questions and/or hypotheses and the following elements.

1. A rationale for the questions including the public health significance or implication, the degree to which the research draws upon theoretical or conceptual models of physiologic processes, social and behavioral models, economic models or other appropriate conceptual areas.
2. Adequacy of the study design or experimental protocol (where applicable) to address the research questions.
3. Data gathering approaches - the degree to which the data gathering approaches address threats to validity of the research.
4. Data analysis plan including implications for inference and generalizability.
5. Limitations of the project and plans for addressing any anticipated problems.

Following the presentation and questions, the student will be asked to leave the room to allow the members of the dissertation committee to discuss his or her performance. The committee will decide whether the student has passed, passed with conditions, or failed. Following this decision, the committee will invite the student to return in order to discuss their decision and provide comments and constructive feedback on the presentation and proposed research plan. It is expected that no more than two attempts at this stage will be required for the student who expects to achieve a doctoral degree.

A [Preliminary Examination Form](#) can be found on the Student Information and Resources page of the Epidemiology website within the 'Candidacy Information for Students who Entered the Program Fall 2007 or After' section. Upon satisfactorily passing the preliminary examination, a Preliminary Examination Form must be completed, signed by the dissertation committee members and returned to the Epidemiology Student Services Office.

### **COMPLETION AND PUBLICATION OF THE DISSERTATION**

There are several steps students must take in the final stretch towards completing the dissertation and getting it published. It is strongly recommended that students visit Rackham's website for more detailed guidance on the parameters for completing the dissertation. The website can be found at <http://www.rackham.umich.edu/OARD/Doctoral.html>

#### **Pre-Dissertation Defense Meeting**

Students must [register online](#) for a Rackham Group Pre-Defense Meeting at the Office of Academic Records and Dissertations. This meeting must be scheduled at least 3 days before the meeting occurs. The pre-defense meeting must occur at least 10 working days prior to the oral defense. At this meeting, the [Rackham Dissertation Format Guidelines](#) will be reviewed along with the requirements for doctoral degree completion. Candidates are encouraged to bring a copy of their dissertation for a format review, or they may choose to submit it by mail no later than 3 weeks before the scheduled oral defense.

#### **Dissertation Abstract**

Many students fail to remember that an abstract is an integral part of a dissertation and complete it hurriedly at the last minute. This is the document whereby the research effort will be most frequently evaluated, so be sure to complete it in a thoughtful and timely fashion.

### **Dissertation Evaluation Forms**

You will receive the dissertation evaluation forms at the Pre-Defense Meeting. Distribute the evaluation forms with copies of the dissertation and abstract to all committee members at least 10 days before your oral defense. If the student does not supply each committee member with an evaluation form and a copy of the dissertation and abstract at least ten working days before the oral defense, the committee member may ask for a postponement of the defense. Remind all committee members that the completed evaluation form is due in OARD three working days before your oral defense. The evaluations can be sent by fax or email. Three days before the oral defense, call OARD to confirm that all evaluation forms have been received. All evaluation forms must be reviewed by OARD prior to the oral defense.

### **Oral Defense Packet**

As soon as all dissertation evaluations have been received and reviewed by OARD, your oral defense packet will be prepared. Take the packet to your oral defense and hand it to your chair before the oral defense begins. *The Final Oral Examination Report* must be hand-carried or faxed to Rackham by you or your committee chair within 48 hours of the defense.

### **Formatting and Publishing Your Dissertation**

It is required that your dissertation be published. Most students publish in University Microfilm format. You can get templates for formatting your work correctly by visiting the OARD website. In order to get the dissertation authorized for the final defense and publication, you must have the format authorized at Rackham. This is done at the Pre-Defense Meeting.

### **Post Defense Meeting**

Students should register for a post-defense meeting with Rackham to take place before the appropriate degree deadline.

After your dissertation format has been approved and your committee has signed off on the oral examination form, you must submit the final paperwork to receive your degree. This paperwork includes the following: a receipt indicating payment of thesis publication fee; a completed diploma application; a bindery receipt; a signed report from your committee indicating successful completion of the oral exam; a Proquest/UMI contract; NORC and Rackham surveys; two copies of the abstract; and one extra copy of the title page.

### **Deadlines for Completion**

Rackham has strict deadlines for each term by which you must have completed all of your final requirements. The deadlines can be found at the Rackham website. A doctoral student must be registered for 8 credits of candidacy enrollment during the term in which s/he defends. The oral dissertation defense must take place no later than the last day of exams for that term, unless you have been granted an extension. To be granted an extension, you must submit before the oral defense a note or email message from the chair of your committee stating you will have all revisions, corrections and other requirements completed by the deadline for all requirements to be completed. It is advisable that this note or email message be submitted to OARD at the time of your pre-dissertation defense meeting. The chair should send the email message to [OARD.staff@umich.edu](mailto:OARD.staff@umich.edu)

A grace period is also provided to accommodate students who are unable to complete all requirements by the deadline for that term. Note that students who fail to meet the original deadline and instead complete the degree requirements during the grace period will not receive the degree until the following term. All degree requirements must be met by the grace period deadline, or an additional 8 credit Candidacy enrollment is required in the term the final degree requirements are met.

## ADDITIONAL REQUIREMENTS FOR CANDIDATES

After completing the Preliminary Examination, completion of your doctorate includes specific credit and course requirements. Other requirements include completion and publication of the dissertation, and final administrative issues.

### **Credit Requirements**

The total credits required for completion of the Ph.D. program is 68 Rackham Fee Totals (RFTs). Doctoral Candidates who register in any term must always elect Candidacy enrollment (Epid 995), which is an automatic 8 RFTs for a full term and 4 RFTs for a half term. All of your research credits are to be registered under your mentor's section number. Candidates can accumulate no more than 8 RFTs per term. If a candidate exceeds the eight RFTs per term, additional tuition may be assessed with the exception of the Augmented Candidacy Enrollment.

### **Augmented Candidacy Enrollment**

You may elect **one** additional course per full term or half term without payment of additional tuition. These "free" courses may be taken for credit or as a visitor (formal auditor).

Candidates who do not select a free course during a term of Candidacy 995 enrollment may "bank" the free course, then select two free courses during a subsequent term of Candidacy 995 enrollment. This banked course must be used concurrently with a Candidacy 995 enrollment, and only one course may be banked at any given time (i.e., no more than 2 free courses can be taken during any given term). In addition, courses may not be selected in anticipation of future banking (i.e., you cannot elect two free courses in one term, planning to take none the following term). When you take a banked course, you will initially be assessed tuition for that course. This fee will be adjusted after the Registrar's Office reviews your record to ensure all requirements for banking the free course have been met.

With the exception of a banked course, if you elect more than one course with Candidacy 995 enrollment, you will be assessed the appropriate tuition per credit hour for that and any other course. Students with Graduate Student Research Assistant (GSRA) or Graduate Student Instructor (GSI) appointments should check with the appointing department or program about coverage of fees for any additional courses taken.

### **Epidemiology 890 Requirements**

In addition to the required RFTs, all Ph.D. students must meet Epid 890 requirements before being granted their degree. The Epid 890 requirements were developed to help build a sense of professional affiliation with the Department of Epidemiology and the epidemiology community in general and with the practice of epidemiology. Further, these requirements were developed to provide models and practice in the presentation modalities of the discipline, including participation in seminars, poster sessions, and oral presentations at conferences.

Beginning in the fall term of 2009, doctoral students must register for Epid 890 for **one** credit hour in **one** term after they pass the Competency Examination. The seminar will meet for 2 hours every two weeks. Students will be required to attend five of the seven sessions in order to receive credit (Pass). The seminar will be coordinated by a faculty member.

As part of Epid 890, students must meet the following requirements:

1. Participate in a required Doctoral Seminar for the term in which they register (see below).

2. Presentation of a poster or an oral presentation at Doctoral Program Day will be REQUIRED of all Ph.D. students as part of Epid 890. The Student Services Coordinator should be notified of the time of your oral presentation via e-mail.

### **The Doctoral Seminar**

The objectives of the doctoral seminar are to provide a forum for:

- The socialization of advanced doctoral students and an opportunity for doctoral students to exchange with other students, as they develop their dissertation proposals and/or prepare for their final defense.
- Doctoral students to discuss novel, controversial, or fundamental issues in epidemiology, including new methodologic techniques, polemic papers, and issues related to the philosophy of science and the history of epidemiology.
- Doctoral students to gain practice in presentations and discuss career trajectory issues.
- Contribute to the professionalization of doctoral students by facilitating discussion of career issues, grant funding, review process, etc.

Although this is a requirement of a registered course, the faculty oversight is designed to be minimal. Instead, organization and management of the doctoral seminar is achieved by the doctoral students. This may include, but is not limited to, scheduling presentations, identifying faculty attendees, and/or inviting guest speakers. The seminar is scheduled to meet for two hours every other week. As a participant in the seminar sessions, students should anticipate either presenting their research or being an active discussant. The seminar will be offered in both the Fall and Winter terms, and it is expected that doctoral students will attend even if they are not registered.

Since this is a new EPID 890 requirement, doctoral students who matriculated in the Fall 2008 or earlier and who have not previously registered for EPID890 will be grandfathered into the new system. Students who have already registered for one semester of 890 will be expected to attend and participate in the doctoral seminar, but they will not be required to register for another semester of EPID 890 in the new format.

## **ADMINISTRATIVE DETAILS**

### **Full-Time Enrollment Status**

There is no single definition of full-time enrollment in the Rackham Graduate School. The range of credits that may be required for full-time status depends on your degree level and the purpose for which you are requesting certification. For general certification and financial aid, 8 credits are considered to be full-time in the full term and 4 credits considered to be full-time in the half-term. Full-time tuition rates are assessed for up to 9 credits for Pre-Candidates and 8 credits for Candidates. Students with appointments as a Graduate Student Instructor (GSI) or a Graduate Student Research Assistant (GSRA) of 0.25 or greater must be registered for at least 6 credits during the terms of such appointments. International students who wish to be registered less than full-time must obtain permission **in advance** from an International Student and Visiting Scholar Advisor at the International Center or risk compromising their visa status.

### **Detached Study**

Detached study is an enrollment status for students actively pursuing a master's or doctoral degree and who plan to continue their degree work while not enrolled for courses or directed research. International students who are nearing the end of their programs and do not wish to be registered

for classes may go on detached study or dissertation research/writing status and still maintain their full-time student status. These forms for requesting detached study status are available on Rackham's website.

To be eligible for Detached Study, you must:

- Plan to make work toward the degree your primary activity during that period of time
- Not require access to University services beyond library privileges, a computing account, and certain forms of financial aid

You are NOT eligible for Detached Study if you are:

- Using laboratory facilities
- Taking examinations (including Competency Exams and the oral defense)
- Working at the University of Michigan as a GSI, GSRA, or some other capacity

### **Doctoral Candidates Who Are Not Enrolled**

Because of the nature of doctoral study, the University extends some additional services to doctoral candidates who would otherwise be ineligible for them. Library services are available to doctoral candidates at no charge for up to two years beyond any term of enrollment. Your computing account is automatically continued for one term beyond your last enrollment. Please consult chapter one of [Rackham's Graduate School Academic Policies](#) for more detailed information.

## **GSI AND GSRA APPOINTMENTS**

The Department of Epidemiology has limited resources with respect to student support. Many of our doctoral students are supported as Graduate Student Research Assistants (GSRA) or Graduate Student Instructors (GSI), positions which pay a monthly stipend, health insurance and tuition waiver. GSRA positions may be provided by a student's advisor for some terms, but it is rare that a student will receive such appointments throughout completion of his or her program.

The Department itself has only a few GSI positions to offer each year, but many of our students are successful in finding GSI positions in other departments such as Biology, Chemistry, Statistics, Astronomy and others, depending on the student's undergraduate and graduate training. Students should contact the Student Services Offices of each department for specific details on how and when to apply. One particular website that offers postings from various departments throughout the University can be found at:

<http://www.umich.edu/~hrraa/acadhr/grads/postings.html>

## **FELLOWSHIPS AND SCHOLARSHIPS**

The Rackham School of Graduate Studies administers several grants and fellowships for which our students are eligible. **Nominations for these fellowships are determined by the Doctoral Committee upon recommendations from faculty.** A list of Rackham-administered fellowships and grants can be found under Funding Resources on Rackham's homepage:

[http://rackham.helpserve.com/index.php?\\_m=knowledgebase&\\_a=viewarticle&kbarticleid=209](http://rackham.helpserve.com/index.php?_m=knowledgebase&_a=viewarticle&kbarticleid=209).

Descriptions of several Rackham's fellowships are provided below. For more detailed information and deadlines to apply, please visit the Rackham website. The Rackham application deadlines are listed by each description. **Please note: Department of Epidemiology deadlines are 2 weeks before Rackham deadlines.**

***Barbour Scholarship:*** These scholarships were established for women of the highest academic and professional caliber who are citizens of countries in the area once called the "Orient" (Eastern countries in the region extending from Turkey on the west to Japan and the Philippines on the east. Awards cover full tuition and registration fees plus a stipend of \$15,600 for an academic year. In addition, awardees will be eligible for GradCare health insurance during the tenure of the fellowship. Application Deadline: January 15<sup>th</sup>, 2010.

***Rackham International Students Fellowship:*** This fellowship assists outstanding international students who are in their second or third term. One-time awards of \$7,500 will be made. Application Deadline: October 15<sup>th</sup>, 2009.

***Rackham International Research Awards:*** International research awards to support students conducting degree-related research outside North America. Preference will be given to doctoral students who have reached Candidacy by September 2008 and have an approved dissertation topic. Students of any citizenship may apply. Up to fifteen awards of \$7,500 will be made.

***Rackham Non-Traditional Fellowship:*** For Michigan residents who wish to return to graduate school after an extended absence (at least 5 years). The award is in the amount of \$15,200 to be used as a stipend or towards tuition and may include GradCare health insurance coverage for 12 months. Application Deadline: March 11<sup>th</sup>, 2010.

***Rackham Debt Management Award:*** Students enrolled full-time in a Rackham doctoral program in Social Work/Social Science, Public Policy, Public Health or Nursing may be nominated for these awards (regardless of citizenship). At least four awards of \$10,000 each will be issued as a stipend after July 1. Each participating unit may nominate up to three students. Eligible students will have achieved Candidacy at the time of application; will have spend at least 2 years in community service prior to beginning graduate school; must intend to return to public service careers in the United States upon graduation; and will be carrying student-related debt accrued during the undergraduate and/or graduate years. Application Deadline: April 2<sup>nd</sup>, 2010.

***Rackham One-Term Dissertation Grant/Fellowship:*** One-Term Dissertations Fellowships are intended to speed the process of completing the dissertation. Except in unusual cases, they should be awarded to students who are at the writing stage of the dissertation. Awards consist of candidacy tuition and registration fees plus a stipend of \$7,600 for one term, and students are eligible for GradCare health insurance. Students must be registered or on Detached Study during the tenure of the award. These fellowships are now processed within the Department upon nomination by the student's advisor. Nominations for the 2009-2010 academic year will be solicited from faculty by the Doctoral Committee sometime during the winter term. Application Deadline: August 1<sup>st</sup>, 2010.

***Rackham Predoctoral Fellowship:*** The appointment is for three terms and may begin in the Spring, Summer or Fall term. Students are expected to be involved full-time in the completion of degree requirements. Awards consist of a monthly stipend of \$2,100 for 12 months plus Candidacy tuition and eligibility for GradCare. Approximately 240 students are nominated each year. Application Deadline: January 15<sup>th</sup>, 2010.

***Susan Lipschutz, Margaret Ayers Host and Anna Olcott Smith Awards for Women Graduate Students:*** At least three \$5,000 awards will be made for Spring/Summer support. Women graduate students actively pursuing a doctoral degree in any Rackham program and who have

achieved Candidacy by the application deadline are eligible to be nominated. Nominees must have a GPA of 7.6 or higher. Award recipients will have demonstrated exceptional scholarly achievement, a sense of social responsibility, and an interest in her academic community. Application Deadline: February 1<sup>st</sup>, 2010.

## GRANTS

***Rackham Graduate Student Emergency Funds:*** This fund is intended to help meet financial needs of students who encounter an emergency situation or one-time, unusual or unforeseen expenses during their degree program. Situations eligible for funding include such events as personal or family medical emergencies, major accidents and events such as fire and natural disasters, and expenses related to the illness or death of an immediate relative. Normal living expenses such as rent, car repairs, child care and utilities are not generally considered emergency situations. Exceptions may be made for extraordinary circumstances. For students who qualify for need-based financial aid, an emergency award may reduce original award amounts. Students must be in good academic standing. Awards may be up to \$2,500 and students are limited to no more than two emergency awards. Students may apply to Rackham at any time.

***Rackham Graduate Student Research Grant:*** This grant is designed to support Rackham graduate students who need assistance to carry out research that advances their progress toward their degree. The grant is intended to defray costs of conducting clearly defined research projects. Pre-Candidates are eligible for an award up to \$1,500. Candidates are eligible for an award up to \$3,000. Doctoral students are eligible for two Graduate Student Research Grants during their graduate programs, one before Candidacy and one as a Candidate. Applications are accepted at any time and reviewed monthly. Students may apply directly to Rackham at anytime for this grant.

***Rackham Conference Travel Grant and Rackham/International Institute Conference Travel Grant:*** Graduate students are eligible to apply for a Rackham Conference Travel Grant if the student is in good academic standing in a Rackham degree program and has been accepted to present a poster or paper at a conference. Students are eligible for one travel grant award (either domestic or international, but not both) during a fiscal year from July 1 to June 30. Awards are granted up to \$500 for the continental US, up to \$750 for Alaska, Hawaii, Puerto Rico, Canada, Mexico, Caribbean and Europe, up to \$1,000 for Africa, Asia, South America and Australia. Students may apply directly to Rackham at any time PRIOR to the conference.

***Department of Epidemiology Travel Grant:*** The Department of Epidemiology has set aside a small budget to assist students presenting a poster or paper at a conference. Students may receive up to \$500 for airfare and ground transportation (to and from the airport). Rackham students should first apply for a Rackham Travel Grant before requesting Department funds. Students should submit their entire budget and letter of acceptance or abstract and indicate the amounts and sources of any supplemental funding they have received including support from their advisors or grants from the conference to which they are traveling. Applications are available on the Department website under Student Information and Resources when funds are available. If funds are not available, the form will not be available on the website.

***Department Administered Rackham Block Grant:*** Throughout the year, the Doctoral Committee will call for applications from doctoral students requesting Block Grant funds that have been given to the Department to administer. The timing varies, but usually the first call is in the

middle of the fall term. Students may request funds in addition to other awards received from Rackham or other sources for travel to conferences in which they are presenting and research-related expenses. Students will be notified by email as to the deadline to apply for Block Grant funds. When applying, students should include: 1) a letter justifying why this proposal should be funded; 2) a letter from your faculty advisor; 3) two budgets: one that outlines the support you expect to receive from your advisor and other sources; and another that specifically outlines what you are requesting from the block grant fund; 4) demonstration of application, and the outcomes, to other sources of funds; 5) an unofficial transcript from Wolverine Access ; 6) evidence of completion of prospectus defense, if relevant; and 7) the date when you expect to complete your doctoral degree. Students traveling to conferences or requesting funds for research-related expenses should first apply for a Rackham Travel, Research Grant and/or a Department Travel Grant before requesting funds from the Block Grant. The Doctoral Committee makes every effort to help cover as much of the student's expenses as possible and can extend that help further if students make an effort to explore all funding options available to them. For more information, please visit: <http://www.sph.umich.edu/epid/pdf/BlockGrantFundingGuidelines.pdf>.

## WEBSITE QUICK REFERENCE GUIDE

There are many helpful websites that you can visit, not the least of which is our own Department of Epidemiology homepage where, under *Information and Resources*, you can find links to various sections of our website and other websites such as Rackham School for Graduate Studies, the Registrar's Office and Wolverine Access, some of which are repeated here:

### Department of Epidemiology

Epidemiology Website: <http://www.sph.umich.edu/epid/>  
Epidemiology Faculty: <http://www.sph.umich.edu/iscr/faculty/>  
Epidemiology Student Information & Resources: <http://www.sph.umich.edu/epid/information/>

### School of Public Health

SPH Website: <http://www.sph.umich.edu/>  
SPH Research: [http://www.sph.umich.edu/faculty\\_research/faculty\\_research.html](http://www.sph.umich.edu/faculty_research/faculty_research.html)  
Course Descriptions: <http://www.sph.umich.edu/iscr/caid/>  
SPH Events: [http://www.sph.umich.edu/iscr/news\\_events/](http://www.sph.umich.edu/iscr/news_events/)

### University of Michigan

Central Gateway to U of M: <http://www.umich.edu/>  
U of M Web-based Email: <http://mail.umich.edu/>  
U of M Online Directory: <http://directory.umich.edu/>  
University Events: <http://www.umich.edu/news.php>  
Parking and Transportation: <http://pts.umich.edu/>  
Housing: <http://www.housing.umich.edu/>  
Registrar's Office: <http://www.umich.edu/~regoff>  
Time Schedule: <http://www.umich.edu/~regoff/schedule/>  
Wolverine Access (web-based registration): <http://wolverineaccess.umich.edu/>

## INDEPENDENT STUDY INSTRUCTORS AND SECTION NUMBERS

Allison Aiello	067
Matthew Boulton	034
Sarah Burgard	073
Ana Diez-Roux	056
Joe Eisenberg	051
Betsy Foxman	006
Sandro Galea	068
Sonja Gerrard	062
Janet Gilsdorf	046
Steve Gruber	040
Sioban Harlow	018
Katherine Hoggatt	023
Howard Hu	074
Sharon Kardia	042
Jim Koopman	016
Lynda Lisabeth	009
Carl Marrs	021
Arnold Monto	022
Hal Morgenstern	063
Marie O'Neill	070
Suzanne Ohmit	075
Pat Peyser	025
Julia Richards	027
Amr Soliman	059
MaryFran Sowers	008
Mark Wilson	039
Zhenhua Yang	030