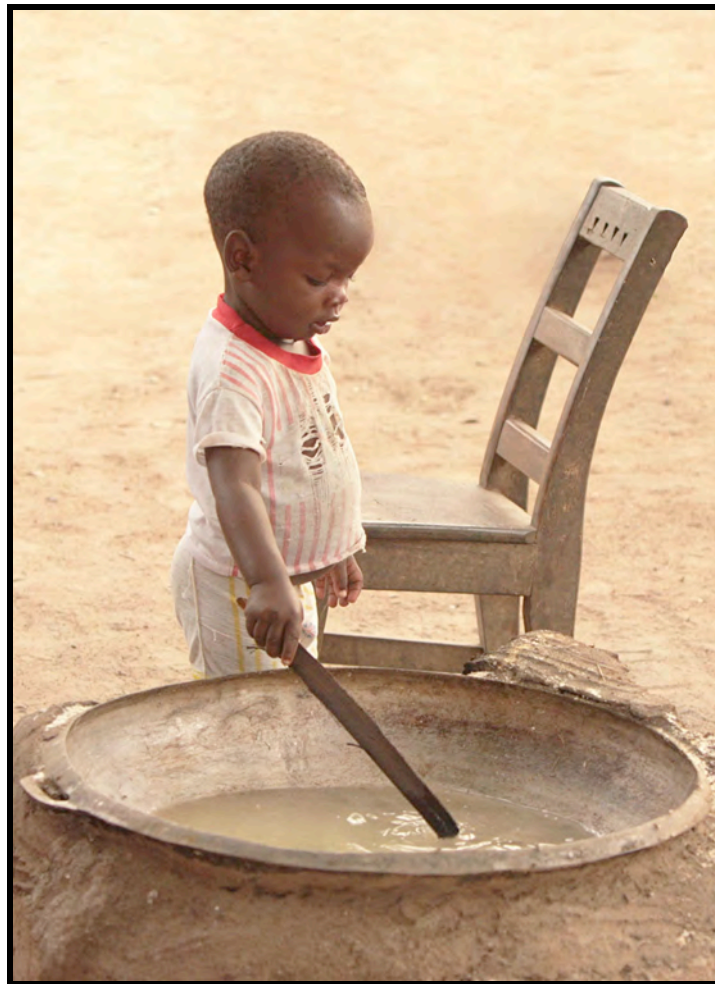




JOHNS HOPKINS  
BLOOMBERG  
SCHOOL *of* PUBLIC HEALTH

## Department of International Health

### ACADEMIC GUIDE 2012-13 Doctor of Public Health (DrPH)



**Contains Information for Students Entering  
In Academic Year 2012-2013**

The Department reserves the right to change existing rules at any time.  
Students will be notified of any changes.



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*Department of International Health*

## **Preface**

Welcome to the Doctor of Public Health (DrPH) program in the Department of International Health. We are delighted that you have chosen to study with us at the Johns Hopkins Bloomberg School of Public Health. This booklet is intended to guide you during your studies here. Please feel free to seek advice or ask further questions from your advisor, from staff in the DrPH academic office or from me.

**Sara Bennett**  
Director, International Health DrPH Program

July, 2012  
Baltimore, USA

*Protecting Health, Saving Lives—Millions at a Time*

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**Credit:** © 2008 Erberto Zani, Courtesy of Photoshare

**Caption:** A child in the High Volta Region of Ghana plays in dirty water infected with Guinea worm.

## GENERAL INFORMATION

### School-wide DrPH Program Administration

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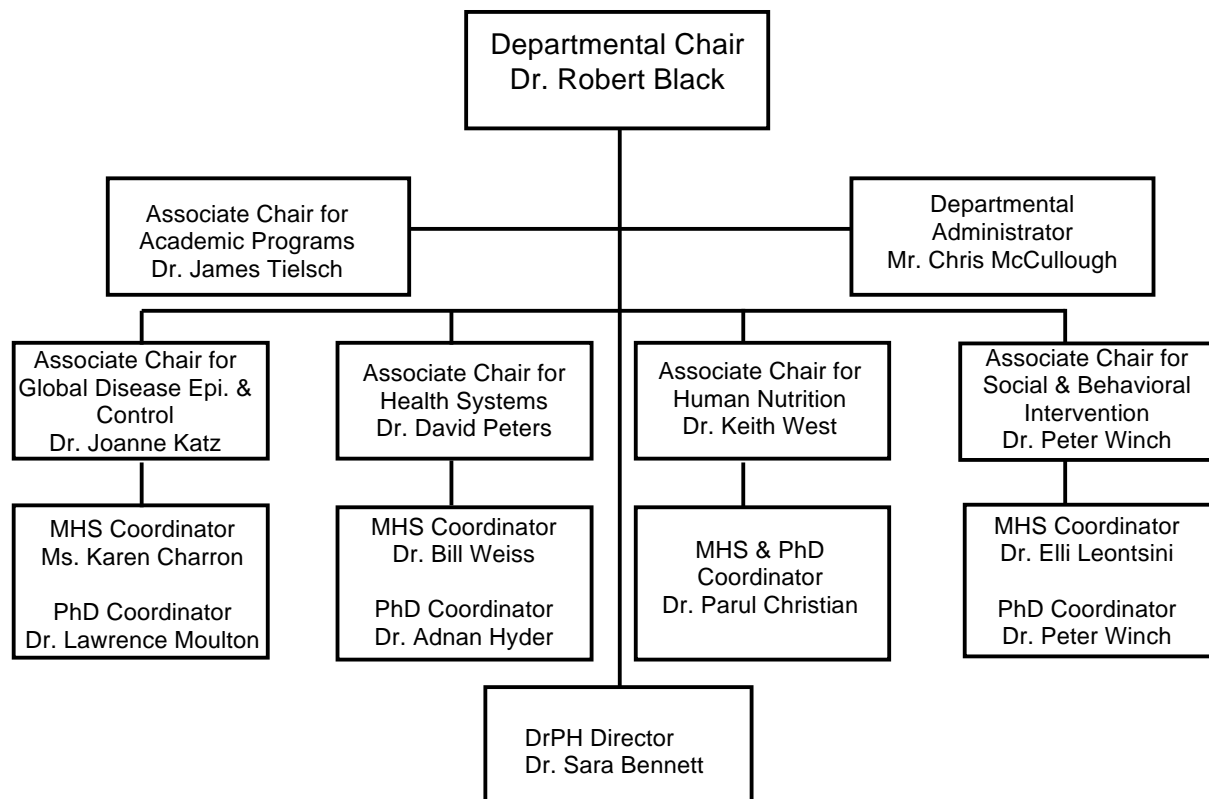
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### Departmental Organization

The Department of International Health is one of ten departments in the Bloomberg School of Public Health. The departments of the School reflect both disciplinary and topical orientation. International Health is a topically based department and its faculty reflects a variety of disciplines including anthropology, biostatistics, clinical medicine, communications, demography, economics, epidemiology, immunology, infectious disease, management, nutrition, and sociology. The Department is organized around the academic programs with an Associate Chair heading each program area. In addition, the Associate Chair for Academic Programs coordinates all the academic programs and chairs the admissions and curriculum and credentials committees. Faculty have a primary home in one program area, but many faculty cross-advise students in other program areas within the department as well.

## Department Organizational Chart



### Academic Program Staff

Several administrative staff and faculty members within the Department help oversee and facilitate the academic programs. These individuals are available to help you navigate the program and the department. The following information is being provided to help you understand the roles of each of these individuals.

**James (Jim) Tielsch** (Associate Chair for Academic Programs): Dr. Tielsch is responsible for the management and oversight of all academic programs. In this role, he is also chair of the Curriculum & Credentials Committee, which sets and implements policies and procedures for department academic programs and monitors student progress.

**Sara Bennett** (Director DrPH, International Health): Dr. Bennett is responsible for the overall coordination and direction of the DrPH program within the Department of International Health. In this role she chairs the departmental DrPH Committee, oversees changes in the DrPH program, tracks the progress of DrPH students within the department, leads the DrPH admissions process and is an additional resource for DrPH students seeking advice or guidance.

**Cristina Salazar** (Academic Program Administrator): Cristina oversees the operations of the academic programs in the department and works as the liaison between students, faculty, and administrative offices of both the department and the School. She is also responsible for managing the departmental admissions process, student recruitment activities, coordination of orientation and visitor programs, departmental course support (TAs and administrative budgets), academic publications and web materials, course waivers, and staffing the departmental academic committees.

**Carol Buckley** (Academic Program Coordinator): Carol assists students with all academic issues related to registration, tracking of academic progress and meeting departmental requirements, departmental courses, departmental exams (such as comprehensive exams and thesis defenses), internship checklists, and graduation.

**Financial Managers and Payroll Coordinators** – the Department has a central payroll office that is staffed by Tanya Falls and Allison Quarles. They handle the General Funds budget as well as any central departmental payroll/awards for students. In addition, each program area has its own financial manager who is responsible for the oversight of their area's budget and payroll activities. Students who plan to work within the department should see one of these individuals to fill out the appropriate paperwork and verify their eligibility for employment prior to their start date. If you are at all uncertain as to who you should see about these issues, contact either Tanya Falls or Cristina Salazar for clarification.

## Academic Committees

The Academic Program in the Department of International Health is governed by several committees designed to set policies and procedures relevant to the program(s) and ensure that these are fairly and clearly administered and enforced to protect the interests of students and the overall integrity of the program(s). These committees and their members are as follows:

### **CURRICULUM AND CREDENTIALS COMMITTEE**

James Tielsch, Chair  
Cristina Salazar, Staff

Sara Bennett	Larry Moulton
Parul Christian	Bill Weiss
Karen Charron	Keith West
Adnan Hyder	Peter Winch
Elli Leontsini	

MSPH Student Representative:

Doctoral Student Representative: Bess Lewis\*

### **Dr. P.H. COMMITTEE**

Sara Bennett, Chair  
Carol Buckley, Staff

Allison Barlow	Neff Walker
Shannon Doocy	Keith West
Rolf Klemm	Hannah Tappis
DrPH Student Representative*:	

### **HONORS, AWARDS AND SCHOLARSHIPS COMMITTEE**

Court Robinson, Chair  
Cristina Salazar, Staff

Tim Baker	Elli Leontsini
Sara Bennett	Larry Moulton
Laura Caulfield	Pamela Surkan
Karen Charron	Sameera Talegawkar
Shannon Doocy	

## DOCTOR OF PUBLIC HEALTH PROGRAM REQUIREMENTS

### General Information

The Doctor of Public Health (DrPH) Program in International Health is designed to train mid- to senior-level professionals who intend to pursue a leadership career in international public health. This makes it different from other doctoral programs in the department that follow a specific academic track. The DrPH program provides a comprehensive public health approach that draws on a variety of academic disciplines and their application to health problems. The goal of the DrPH program is to provide students with an understanding of the application of public health sciences, as well as current state-of-the-art knowledge regarding biomedical, population, social and management sciences as relevant to health problems in international settings. Graduates of the program are expected to be public health practitioners who can comprehend and integrate knowledge across traditional academic disciplines; provide sound recommendations and advice to national and international agencies in public health; and communicate effectively with governments, academia, non-governmental organizations and the public. Components of the program include the acquisition of core knowledge through course work, structured seminars, special studies; the development of a non-dissertation portfolio of practice projects and the drafting of a doctoral dissertation relevant to the practice of public health in an international context.

The DrPH program of the Department of International Health pursues the application of knowledge consistent with the mission of the Bloomberg School of Public Health. The program is part of the overall Doctor of Public Health program at the school.

### Admission Requirements

In order to be accepted into the DrPH program an individual must meet the admission requirements of the Bloomberg School of Public Health, in addition to those of the Department of International Health. To be considered for acceptance for the Doctor of Public Health degree, the student must have an M.P.H. degree or equivalent preparation (such as another Masters degree) from this or another accredited institution. Any deficiencies in fulfilling MPH core requirements will have to be completed during the first year of the program.

Admission is based on evaluation of the applicant's educational and work experience, past performance, and potential to provide leadership in public health practice. Admission requirements include the following:

1. A minimum of three years full-time work experience in the health or allied sector relevant to international health.
2. Evidence of quantitative or evaluative skills and ability, which may be provided in the form of evidence from graduate-level course work or standardized test scores.
3. Evidence of having taken at least one college course in each of the following:
  - mathematics,
  - health-related science or other biology,
  - and chemistry or physics.
4. Recent scores (within past 5 years) of GRE are required for admission. In some cases the MCAT, LSAT, or other standardized graduate admissions test scores may be substituted.
5. Applicants from non-English speaking countries must submit the results of the Test of English as a Foreign Language (TOEFL).
6. Evidence of excellence in prior educational and professional performance.
7. Letters of recommendation from academic and professional references.

Please refer to the School Department Guide for further/additional details and requirements for admission to the Bloomberg School of Public Health ([www.jhsph.edu/Admissions/index.html](http://www.jhsph.edu/Admissions/index.html)).

## Program Course Requirements

### MPH Core Requirements

DrPH students are responsible for meeting MPH core requirements in environmental health; public health biology; management sciences; and social and behavioral sciences.

### School-wide DrPH Core Requirements

The school-wide DrPH Executive Committee establishes these requirements.

**I. Ethics** – DrPH students must take at least 1 credit of research ethics (either 550.600 or 550.860.81) and at least 2 credits of practice/management/policy ethics, from the following courses.

Please note: DrPH students who receive NIH funding are required to take either 550.600 or 306.665 as part of their ethics requirement:

Course No.	Units	Course Title	How fulfilled or waiver
550.600	1	Responsible Conduct of Research	
550.860.81	1	Research Ethics (Internet only)	
221.616	2	Ethics of Public Health Practice in Developing Countries	
306.655	3	Ethical Issues in Public Health	
306.663	3	Legal and Ethical Issues in Health Services Management	
306.665	3	Research Ethics and Integrity: US and International Issues	
306.625	3	Ethical Issues in Health Policy: Public Health and Health Care	

In terms of the ethics of public health practice, the International Health department recommends that students take 221.616 on the ethics of public health practice in developing countries. The IH department also recommends the following human rights courses as a complement to ethics courses. Students may consider taking these courses in addition to the ethics classes above, or may request a waiver so as to substitute one of these classes for a public health ethics class (please note the human rights course cannot replace the research ethics requirement). Please contact the departmental DrPH director if you are considering seeking a waiver in order to make this substitution.

Course No.	Units	Course Title	How fulfilled or waiver
180.636	3	Human Rights and Health Seminar	
340.639	2	Assessing Epidemiologic Impact of Human Rights Violations	
301.655	2	Human Rights for Public Health Practitioners	
180.600	2	Special Topics in Health and Human Rights: Public Health Implications of Health as a Human Rights	

### II A. Epidemiology – DrPH students must take ALL courses listed under Option IIA OR Option IIB OR Option IIC

Course No.	Units	Course Title	How fulfilled or waiver
340.601 <b>OR</b>	5	Principles of Epidemiology	
OR			



Both of the following courses			
550.694.81 <b>AND</b>	3	Fundamentals of Epidemiology I (online only)	
550.695.81	3	Fundamentals of Epidemiology II (online only)	
In addition to either 340.601 or 550.694/550.695 students must take one additional course in Epidemiology			

### II B. Epidemiology continued

Course No.	Units	Course Title	How fulfilled or waiver
340.751	5	Epidemiologic Methods 1	
340.752	5	Epidemiologic Methods 2	
340.753	5	Epidemiologic Methods 3	

### II C. Epidemiology continued

Course No.	Units	Course Title	How fulfilled or waiver
340.751	5	Epidemiologic Methods 1	
340.752	5	Epidemiologic Methods 2	
340.763	4	Professional Epidemiology Methods I	
340.764	4	Professional Epidemiology Methods II	

The Department of International Health recommends option IIC as being the course most suited to the advanced practitioner of epidemiology, but also recognizes the considerable course load that this option implies, and that it will not be suitable for everyone.

### III A. Biostatistics – DrPH students must take ALL 4 of the following courses OR all listed in III B.

Course No.	Units	Course Title	How fulfilled or waiver
140.621**	4	Statistical Methods in Public Health I	
140.622**	4	Statistical Methods in Public Health II	
140.623**	4	Statistical Methods in Public Health III	
140.624	4	Statistical Methods in Public Health IV	

\*\* The Biostatistics series 140.651-654 may be used as a substitute

### III B. Biostatistics continued

Course No.	Units	Course Title	How fulfilled or waiver
140.611	3	Statistical Reasoning in Public Health I	
140.612	3	Statistical Reasoning in Public Health II	
140.613	4	Data Analysis Workshops I	
146.614	4	Data Analysis Workshops II	
146.620	2	Advanced Data Analysis Workshop	
140.624	4	Statistical Methods in Public Health IV	

### IV. School-Wide DrPH Seminar – DrPH Students are required to take eight sessions of the DrPH seminar and are encouraged to attend all sessions during their first year.

Course No.	Units	Course Title	How fulfilled or waiver
No course number	0	DrPH School-wide Seminar	

### V. Leadership – DrPH Students must take one of the following courses:

Course No.	Units	Course Title	How fulfilled or waiver
551.610.01 <b>OR</b>	3	Foundations of Leadership – A Leadership Survey Course	
380.681.01	4	Strategic Leadership Principles and Tools for Health System Transformation in Developing Countries	

### VI. Health Policy – DrPH Students must take one policy course from the following (other courses may be substituted with approval from the DrPH Executive Committee:

Course No.	Units	Course Title	How fulfilled or waiver
180.628.81	4	Introduction to Environmental and Occupational Health Law	
180.629	4	Environmental and Occupational health Law and Policy	
221.650	3	Health Policy Analysis in Low and Middle Income Countries	
300.600.81	4	Introduction to Health Policy (online only)	
300.652	4	Politics of Health Policy	
300.712	3	Health Policy II: Public Health Policy Formation	
306.650	3	Public Health and the Law	

308.602	3	Role of Government in Health Policy	
380.624	4	Maternal and Child Health Legislation and Programs	
380.665	4	Family Planning Policies and Programs	

The International Health Department recommends those courses that have a clear focus on international health, these include Health Policy Analysis in Low and Middle Income Countries (221.650) and Politics of Health Policy (300.652).

**VII. Management Sciences – DrPH Students must take 3 credits of the following courses in addition to MPH Management requirement:**

Course No.	Units	Course Title	How fulfilled or waiver
221.602	4	Applications in Managing Health Organizations in Low and Middle Income Countries	
221.722.01 OR 221.722.81	4	Quality Assurance Management Methods for Developing Countries	
551.603	3	Fundamentals of Budgeting and Financial Management	
551.605	3	Case Studies in Management-Decision Making	
551.608	3	Managing Non-Governmental Organizations in the Health Sector	

The International Health Department particularly recommends Case Studies in Management-Decision Making (551.605). Students who already have a masters level course in management, may also want to take a more specialist management course such as Quality Assurance Management Methods (221.722) or Fundamentals of Budgeting (551.603).

**VIII. International Health Departmental requirements:**

Course No.	Units	Course Title	How fulfilled or waiver
220.840	3/term	Special Studies: Special Topics in International Health (Must take both Terms 1 and 2 w/ J. Tielsch)	
220.840	1	Special Studies: Educational Program Development	

**IX. Plus at least SIX credits from any course listed in International Health**

**X. Additional MPH Core Curriculum Requirements:**

**X A. Environmental Health:**

Course No.	Units	Course Title
180.601	5	Environmental Health

**X B. Public Health Biology (Please indicate how the requirement was fulfilled):**

Course No.	Units	Course Title

**X C. Social and Behavioral Sciences (Please indicate how the requirement was fulfilled):**

Course No.	Units	Course Title

In addition to the requirements listed above the Department of International Health encourages DrPH students to take advantage of some of the following offerings:

Course No.	Units	Course Title	Comments
221.645	3	Large-Scale Effectiveness Evaluations of Health Programs	Provides a solid grounding in evaluation theory
312.644	2	Interest-Based Negotiation: Preparation Analysis and Practice	This interlinked set of classes (each is a requirement for the next in the series) provides excellent training in conflict management and negotiation.
312.665	2	Conflict Management Skills Training	
312.666	2	Creating Agreement and Managing Conflict in a Health Care Setting: Development of Core Skills	
317.610	3	Risk Policy, Management and Communication	This applied, case-based class, helps students develop both policy and communication skills in the environmental health field. Note 317.600 is a prerequisite.

DrPH students in their first year are also strongly encouraged to participate in the doctoral students' seminar series in the Health Systems Program (terms 3 and 4) that provides a broad grounding and introduction to life as a doctoral student.

<b>Departmental Registration Requirement</b>
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All students are expected to be registered full-time for the duration of their doctoral program. After 6 terms (quarters) of full-time enrollment, all new DrPH students will receive a 75% tuition discount each term for the next four years (until their 22<sup>nd</sup> term of enrollment). The discount is given to all doctoral students provided a full-time enrollment (minimum 16 credits) and good academic status is maintained. Students who received their MHS or MPH from JHSPH within three years of enrollment will receive the 75% discount after 2 terms of full-time enrollment and will receive it until their 22<sup>nd</sup> term of enrollment as a DrPH student.

Please note that students must be continuously registered until all requirements for the degree program have been satisfied. This includes time for coursework, portfolio development, fieldwork, and final defense. Failure to register for a quarter results in automatic withdrawal. A withdrawn student must be formally readmitted before resuming a program of study. Upon readmission, a student must be registered for a minimum of two consecutive terms prior to completing degree requirements.

At times students who are in good standing are forced to request a leave of absence for various reasons; e.g., military service, financial need, or personal reasons. Leaves of absence are limited to four academic terms except for military service. During this approved break in study the academic clock is stopped. Leaves of absence cannot be used by students to work on a thesis. Upon return from a leave of absence, a student must register for a minimum of two successive terms before completion of the degree program.

## Standards of Academic Performance

Students must receive satisfactory grades in each course and maintain a cumulative Grade Point Average (GPA) of at least 3.0 in order to remain a doctoral candidate in good standing. Any student who receives a “D” or “F” in a course will be required to repeat the course. Anyone not meeting these standards will be placed in probationary status pending action by the Department DrPH and Curriculum & Credentials Committees. Those Committees will either recommend immediate termination from the degree program or will establish the minimum conditions necessary to be fulfilled in order to return to “good standing” status and avoid termination. In the latter case, the Committee will also specify the maximum time allowed for satisfaction of the conditions.

Doctoral students supported by departmentally administered funds (tuition scholarships and/or stipend support) must maintain a grade point average of 3.0 or above. Students who drop below a GPA of 3.0 and are placed on academic probation will have their scholarship eligibility reviewed by the Department’s DrPH and Curriculum & Credentials Committees. Consistent academic probation status (defined as two or more terms) will result in a reconsideration of tuition and stipend support.

## DrPH Comprehensive Examination

Satisfactory performance is required on the DrPH written comprehensive examination. This is a two day examination offered at the middle and ends of the academic year. Administered by the department, it focuses on basic analytic skills, core DrPH requirements, and knowledge of international health issues including those of the student’s specific area of interest. A minimum overall passing grade of 75% is required; those scoring below this level must re-take the examination at its next offering. **The summer 2012 examination dates will be announced by October 31<sup>st</sup>, 2011.**

Students should plan on taking this examination when course work is essentially complete, since questions will cover both the required courses and those representing the elected field of emphasis.

Only one re-examination is permitted. Students failing twice are terminated from the doctoral program. Students must pass the written exams prior to taking the departmental and University preliminary oral examinations.

## Departmental Oral Examination

The objectives of the departmental oral examination are: (1) to determine whether the student possesses adequate knowledge and skills for advanced comprehensive problem solving in a public health environment; and (2) to simulate the School Preliminary Oral Exam, so that the student is made comfortable with its style and format.

Specific procedures for the examination are as follows.

- The student, in consultation with the advisor, identifies at least three Departmental faculty, in addition to the advisor, who are able to participate in the oral examination. One of these four members must be a member of the departmental DrPH committee. In addition, one alternate member must be identified to replace any of the three members (not advisor) in the event of a last minute emergency.
- Copies of a research proposal are to be circulated to all participating faculty **at least 2 weeks** in advance of the exam. The student should also arrange for a meeting room and multimedia equipment.
- One of the committee members should act as the “practitioner” member, and their focus should particularly be on the practical implications of the work.

- Departmental Orals must be taken **at least one month** before the University Preliminary Oral Exam.
- The most senior faculty member other than the advisor will act as Chair of the examining committee. The Chair is responsible for maintaining an atmosphere of constructive criticism, ensuring that each faculty member has adequate opportunity to question the student, and limiting the total duration of the exam to approximately two hours.
- The exam will produce one of three results: (1) Unconditional Pass; proceed with the Preliminary Oral as scheduled; (2) Conditional Pass, before proceeding, the student must strengthen his/her competence in certain identified areas of weakness; this may involve additional coursework or practical experience in specific topics or work with specific organizations as deemed necessary; or (3) Failure.

Only one re-examination is permitted. Anyone failing the departmental oral examination twice will be terminated from the doctoral program.

### University Preliminary Oral Examination

The school-wide preliminary oral examination represents a review of the student by the school and is administered according to school policy. It must be taken and passed no later than the end of the student's third year in residence. Ideally, the examination should be taken as soon as possible after: (1) passing the Departmental and School Comprehensive Examinations; (2) passing the Departmental Oral Examination; and (3) establishing a specific topic of interest for the doctoral dissertation.

The examining committee consists of five members, including the student's advisor, one other DIH faculty member, and three members from at least two other departments. Faculty eligible to serve on oral exam committees must be of the rank of Assistant Professor or higher. The senior faculty member from the outside departments chairs the committee and must be of the rank of Associate Professor or Professor.

The fifth member of the committee must have professional practice experience related to the question addressed by the student. They need not necessarily be a faculty member of Johns Hopkins. If they are neither a faculty member or an adjunct faculty member, then their CV must be approved in advance by the program director.

The possible results of this examination are (1) Unconditional Pass, (2) Conditional Pass, or (3) Failure. If the student fails the preliminary oral examination, he/she must be reexamined within one year. Only one re-examination is permitted, and a student failing twice will be terminated from the program.

For both the Departmental and University oral examinations, the student may need to begin polling faculty for dates/times that will be available a couple months in advance, as many faculty members have fixed teaching and travel commitments. **Paperwork for the school wide oral must be submitted one month prior to the date of the exam.** To complete the paperwork, students should meet with Carol Buckley.

### Advising and Exam Committee Composition by Faculty Rank

	Professor Track	Scientist Track	Adjunct	Other Part-Time Apptmts	Non-faculty Practitioners
Advising Doctoral Students	Yes	No	*	No	No

<b>Co-Advising Doctoral students</b>	Yes	Yes <sup>***</sup>	Yes <sup>***</sup>	Yes <sup>***</sup>	Yes
<b>Serving on Preliminary/Final Exams</b>	Yes	Yes <sup>**</sup>	Yes <sup>**</sup>	Voting member+	Voting member

- Adjunct faculty may continue as a student's advisor if the initial assignment as advisor occurred during his/her full-time faculty appointment. Adjunct faculty may not serve as newly appointed advisor
- \*\* Either one Scientist track or one Adjunct may serve on an exam committee, but not both
- \*\*\* Serving as co-advisor is permissible with Professor Track faculty as other co-advisor.
- + If serving in the role of Practitioner

**Other Notes:**

An advisor must have an active primary or joint appointment in the student's department.

Emeriti Professors may serve as doctoral advisors or as Chair of the exam committee

Although visiting faculty have full-time appointments, they may not serve as doctoral advisors.

Sr. Research associates and research associates, Instructors, and non-faculty practitioners cannot be doctoral advisors, co-advisors or serve on exams.

<b>DrPH Practice Portfolio</b>
--------------------------------

DrPH students are required to prepare a portfolio comprising three practice-based projects, one of which serves as a dissertation (see section on DrPH dissertation below). In addition DrPH students must also develop a communications portfolio, comprising both oral and written communications, which is based on their project portfolio.

The practice portfolio is additional to the school-wide DrPH requirements, which include required coursework, a comprehensive examination, a leadership assessment, and a preliminary oral examination and a dissertation defense. Regular seminars are held with all DrPH students in the Department to present and review progress on their practice portfolio.

**Project Portfolio:**

Three projects, including a dissertation, should be selected from the types of practice-based projects outlined below. Each project should belong to a different category, and they should be broadly related to the mission of the Department of International Health – to address the health needs of underserved populations, with a focus on low- and middle-income countries. The projects can be based on work performed within one organization, or they may involve analysis of separate organizations or programs. The types of projects include:

1. **Health Situation Analysis** analyses the situation regarding health status in a distinct geographical area (could be a district, a province or state, or a whole country). It typically maps the burden of disease, and may relate this to social determinants, the health policy framework and/or available health services. The analysis identifies priority problems and needs, and as such is often a precursor to a proposal for a new program.
2. **Organizational Assessment** of an entire organization, large department, program, or system within an organization. This should use a systematic framework (e.g. Baldrige framework, Balanced Scorecard approach), and is expected to examine the mission or purpose of the organization, its stakeholders, its internal processes, and its performance.
3. **Proposal for a New Program or Service** to address a public health need. The proposal must include a needs assessment, review of relevant literature, program design, implementation plan, evaluation plan and proposed budget with detailed justification.
4. **Analysis of Implementation** of a health program, project or service. The analysis should systematically assess how implementation is designed to work, how it actually occurs, the factors

influencing implementation, and the data used to assess implementation and influence management of the health program, project, or service. A process evaluation may fit in this category.

5. **Economic Evaluation** of a policy, program, service, or technology that may include a cost-benefit analysis, cost effectiveness analysis, equity analysis, return on investment analysis, or other type of cost-consequence analysis, with implications for program management and/or health policy.
6. **Program or Policy Evaluation** that includes a policy or program description, rationale for how the policy/program should have an impact (the “program logic”), review of relevant literature, evaluation design (e.g., before/after with comparison group), measurement of process and outcome indicators, data analysis, discussion of possible threats to the reliability and validity of evaluation results, and implications for program management and/or policy. Qualitative, quantitative, or mixed methodologies may be used.
7. **Stakeholder analysis** – systematic analysis of the attitude of stakeholders to a policy or programmatic change. Such an analysis might also combine an examination of the power of different stakeholders over the policy, their relative interest in the policy and perhaps also an actor management plan to facilitate engagement of stakeholders in a way that will allow the program or policy to move forward.
8. **Strategic planning** – working with an existing organization (such as an NGO, project, board) develop a strategic plan that identifies the organization’s vision, mission, values and strategic objectives. Such an analysis may include a “strength, weaknesses, opportunities, and threats” (SWOT) analysis or any other widely accepted strategic planning tools.
9. **Development of curricula, tools, or guidelines for project or program implementation** – development of plans for the execution and implementation of a new project or program. This could consist of developing detailed implementation guidelines, or training curricula.

The written component of two non-dissertation projects is expected to be between 2500-8000 words (plus tables, figures, references, and appendices). Each project is expected to take approximately 160 hours to design, implement and write up. The projects may be based on work done in a course taken at the school, but are generally expected to be executed at a more sophisticated and comprehensive level than a course project. The third project would form a dissertation. It is expected that at least one of the projects will involve primary collection of data (e.g. through interviews, surveys, surveillance data systems or other health information systems).

#### **Communications Portfolio:**

1. One of the projects must result in presentation to an audience that includes professional practitioners and other stakeholders. Speaker’s notes, PowerPoint slides, or a recording of the presentation should form part of the portfolio.
2. One of the projects must result in a presentation either made in person in front of a live audience, via mass media (e.g. internet webcast, website posting, podcast, television, radio), or to a newspaper or non-professional magazine (e.g. opinion editorial, letter to the editor). The presentation should be accompanied by a brief rationale for the communications strategy chosen (250-1000 words).
3. At least one manuscript should be submitted for publication to a professional or scientific journal.
4. One policy brief should be prepared based on one of the projects (must fit on less than 2 pages).

#### **Portfolio Advisors**

In addition to the student’s primary advisor an additional advisor should be sought to support student work on non-dissertation portfolio projects. Typically this additional advisor would be either a suitably qualified individual based within the organization or program that the student is studying, or another faculty member who possesses specific skills in the type of analysis being conducted. The Departmental DrPH Director may also serve in this role.



The role of the two portfolio advisors is (i) to approve the concept of the portfolio project in advance of its implementation (ii) support the student through the implementation of the project (iii) approve the final write up of the project and (iv) assist the student to identify suitable venues for disseminating their work, as part of their communications portfolio.

### **Completion of portfolio projects**

All portfolio projects, including those in the communications portfolio must be finalized prior to the student's final oral defense and seminar. The advisor will provide the Committee of Readers with a final version of the student's progress report that briefly describes and verifies the completion of all portfolio projects. After the student has completed their final defense they must submit an electronic copy of all aspects of their portfolio to the IH department.

### **DrPH Dissertation**

The doctoral dissertation must be a piece of original, independent work focusing on a selected topic of importance for public health practice. This will usually concern management, program evaluation, health policy or practice issues relevant to international, disadvantaged or underserved populations. It must be of publishable quality and make a substantive contribution to the application of knowledge and provide an assessment of current approaches to an important public health problem.

A three-paper option is also available for the DrPH dissertation. Each paper should stand on its own merit, and in addition, the papers together should embody a recognizable unifying theme. An integrating document (separate from the individual papers) should be prepared to present and critically review the unifying theme. Although no required page length has been specified, it is understood that, taken together, the papers should contain as much substantive information as is usually expected in a dissertation. As a result, the length of the papers may exceed the guidelines followed by some journals or, alternatively, some of the material may be presented in annexes.

### **Doctoral Dissertation Committee:**

In order to undertake the development of a DrPH dissertation, the student must prepare a dissertation protocol acceptable to a DrPH Dissertation Committee (DDC). The DDC is expected to:

- Counsel the student in protocol preparation,
- Determine its acceptability as a basis for actually carrying out the work on the doctoral dissertation,
- Provide guidance during the development and the writing of the dissertation.

The DDC should be formed as soon as the student has selected a dissertation topic. This will normally be by the time that coursework has been completed and the Departmental Written Comprehensive Examination has been taken. The DDC will have at least three members: the advisor and two qualified faculty members from the department. Adjunct faculty may serve on the DDC. The proposed members must be approved by the DrPH Committee and the Department of International Health DrPH Dissertation Committee Form must be submitted to the Academic Coordinator (See Forms section at the end of the book for a copy of the Dissertation Committee Form).

Ideally, the student will be in regular contact with the committee for the purpose of receiving evaluative feedback on the proposed study. The members will provide continuing guidance in the protocol development. When they are satisfied that the protocol is of acceptable quality, they will indicate this on the Dissertation Protocol Approval Form.

### **Doctoral Dissertation Guidelines:**

At least one of the portfolio projects can be used for a dissertation. The DrPH dissertation aims at applying advanced techniques to understanding and solving practical problems in health. The DrPH dissertation

demonstrates the student's capacity for public health problem-solving. Its specific content is to be developed by the student in consultation with the advisor and dissertation committee. The DrPH dissertation should deal with a real-life problem that a community or public health agency is trying to manage. These usually involve one or more aspects that constitute the areas of competencies guiding the DrPH program.

- Identification and Assessment of the Public Health Problem
- Determination of Factors Contributing to the Public Health Problem
- Development of Intervention Strategies
- Implementation of Intervention Strategies
- Monitoring and Evaluation of a Program

The dissertation should provide new applied information to enable policy makers to make an informed decision to address the public health problem. This may take a variety of forms such as collecting new data, compiling and analyzing existing data, pilot testing a proposed intervention strategy or assessing previous policies, efforts, and/or regulations to deal with the problem. Based on the new information generated by the dissertation, and taking into consideration community characteristics such as political, economic, and social factors, the student should make a recommendation as to what decisions should be made.

Most DrPH dissertations will include the following general content:

- A statement of the health problem to be addressed
- A critical review of the scientific literature relevant to that problem
- An analysis of the social, economic, political, and/or cultural context for the problem
- A description of the analytic methods and data sources used in making recommendations for the solution of the problem
- The analytic results and their implications for the problem under study
- A strategy for implementing and evaluating the recommendations

The doctoral dissertation must be a piece of original, independent work focusing on a selected topic of importance for public health practice. This will usually concern management, program evaluation, health policy or practice issues relevant to international, disadvantaged or underserved populations. It must be of publishable quality and make a substantive contribution to the application of knowledge and provide an assessment of current approaches to an important public health problem.

A three-paper option is also available for the DrPH dissertation. Each paper should stand on its own merit, and in addition, the papers together should embody a recognizable unifying theme. An integrating document (separate from the individual papers) should be prepared to present and critically review the unifying theme. Although no required page length has been specified, it is understood that, taken together, the papers should contain as much substantive information as is usually expected in a dissertation. As a result, the length of the papers may exceed the guidelines followed by some journals or, alternatively, some of the material may be presented in annexes.

### **Final Oral Defense and Seminar**

The completed dissertation must be defended orally before a Committee of Readers which includes the advisor, one other DIH faculty member, two members with primary appointments in departments other than International Health, and a fifth member, either from International Health or an outside department. There must also be two alternates names, one from IH and one from outside. Three departments of the University must be represented on the committee. The senior faculty member from an outside department will serve as chair and must hold the rank of Full/Associate Professor.

The public seminar and dissertation defense are typically held on the same day with the seminar being conducted first, followed immediately by the defense. Dissertation readers should have at least one month to read and suggest revisions of the dissertation prior to the Final Oral Defense. The Committee of Readers must accept the dissertation as satisfactory and, in addition, the Committee Chair and the Advisor must write a letter of acceptance to the Associate Dean for Academic Affairs.

After the student has passed this examination, a minimum of two copies of the dissertation must be submitted on acid-free paper for binding. One copy will be sent to the student's department and one copy to the Welch Library. Latest guidelines for doctoral dissertation formatting and production must be obtained from the Office of Records and Registration.

Students must be registered for a minimum of three units of credit during the quarter in which they receive their degree. Any student returning from a leave of absence must be registered for a minimum of two quarters before dissertation defense can be scheduled.

### **Annual Review**

Near the end of each academic year a review of past progress and future expectations will be carried out in four stages.

1. The student will ensure that the Checklist of satisfactory completion of courses and other requirements maintained by the Student Coordinator is current and correct
2. The student will prepare a Student Narrative Progress Report of accomplishments to date and objectives for the upcoming year. The narrative should describe the current state of preparation of the dissertation proposal, conduct of the data collection and analysis, or writing of the dissertation, along with specific objectives and plans in these regards for the next academic year.
3. The student and advisor will meet (or exchange correspondence if the student is overseas) to review the Checklist and Student Narrative Progress Report.
4. The faculty advisor will summarize the understanding reached with the student in a brief Advisor Report.

The Checklist, Student Narrative Progress Report and Advisor Report will become part of the official student record maintained by the Academic Coordinator.

Tuition scholarship awards will be made only for a specific academic year subject to renewal based upon evidence of progress as reflected in the annual report of the student and advisor. Provision will be made for awards only if satisfactory progress toward completion of requirements is registered.

### **Part-Time DrPH**

At this time, the Department of International Health does not offer a part-time DrPH program. In practice, many students work part-time, particularly after completing the first six quarters of course requirements.

## STUDENT INFORMATION

### IH Student Group

The Department of International Health has a very active and organized student group. This group was formed to facilitate stronger communication and interaction between the Department (faculty and administrators) and the students, and works each year to plan and develop different opportunities aimed at achieving this goal. Participation by all IH students is welcomed and encouraged. For more information on the activities and functions of this group and to learn more about getting involved, please contact the Academic Program Administrator, Cristina Salazar (csalazar@jhsph.edu).

### Student Space

Each program area within the Department has a limited number of offices allocated for student use. The program areas can assign these to students at their discretion. Please contact the faculty coordinator for your specific program area to inquire about the availability of space and how it is allocated to determine if you are eligible.

In addition, the Department maintains a student office on the 8<sup>th</sup> floor, room E8038. This room is available for use by all currently enrolled International Health students. The room is card accessible by way of your JHU ID badge. The room is equipped with several computers, a printer, a scanner, a microwave, a refrigerator, and desk space. We encourage students to utilize this space as needed. Please help us in making it enjoyable for everyone by keeping it tidy and clean.

### Course Waivers

Waivers of requirements may be granted for units earned in equivalent courses taken in this or another school. The waiver request must be based on coursework already taken which is similar in content, and documentation (i.e., a transcript and course syllabus) must be provided. In addition, the waiver request must be submitted at least one month prior to the beginning of the quarter in which the course is offered. **Requests for waivers for any course offered in the first quarter must be submitted no later than the end of the first day of classes.** No requests for first quarter waivers will be considered after this time. In no case can more than half of the required program-specific units be waived.

**WAIVER PROCESS:** Waiver requests should be addressed to the DrPH Director and the advisor at least one month prior to the beginning of the term in which the course takes place in order to give the Committee ample time to consider the request. Requests should include a short letter of explanation, which includes the name of the course the student is requesting to waive out of, as well as the name, description, course syllabus, and transcript showing the grade earned in the course, which is being substituted. Once the DrPH Director has approved the request he/she will forward the email to the Chair of the Curriculum and Credentials Committee (Dr. James Tielsch) and copy Cristina Salazar.

Once a waiver request is approved, a record of its approval will be noted in the students file on their tracking form. Please note that **approval of a waiver request does not reduce the number of units** a student is required to earn in their degree program.

### Leave of Absence

A Leave of Absence is an officially recognized inactive student status. This is an option available to students who are forced to take a temporary break from their program of study due to reasons beyond their control. There are specific criteria for determining if you are eligible for a LOA and it may have an impact on international student visa status, financial aid, and student employment. It is important to review the LOA policy for information on the process to request a Leave of Absence

Any requests for a change in status must be made in writing to the Department through the Academic Program Coordinator (Carol Buckley). Once a written request for a change in status (i.e., leave of absence) is received, the student will be given a requisite form, which must then be signed by the student's advisor and other applicable persons and submitted to the Registrar's Office for final approval. If approved, students will pay \$50 per term for each term on leave.

## **Parental Leave of Absence**

Graduate students and postdoctoral fellows at the Johns Hopkins Bloomberg School of Public Health may request parental leave following the adoption or birth of a child. Parental leave applies to either parent. If both parents are graduate students and/or postdoctoral fellows in the School, both may request simultaneous parental leave.

This policy covers wages to graduate students and postdoctoral fellows who at the time of request for the leave are receiving stipend support from a training grant, departmental funds, Sommer Scholarship or other School scholarship. The policy also applies to wages for work that is directly related to their dissertation/thesis; postdoctoral fellows receiving either stipends or wages for work that is directly related to their research training are also covered by this policy. Wages for other types of employment or federal work-study are not covered under this policy. Students and fellows who receive such wages may take unsupported leave.

### **Provisions**

Parental leave shall include sixty calendar days of stipend/salary support\* and health insurance coverage. Stipend and health insurance support during parental leave will not be granted to those individuals who do not have such support provided to them at the time of the request for leave. Graduate students and postdoctoral fellows who receive loans must comply with his/her loan payback requirements.

Any leave requested longer than one term or sixty calendar days must be approved by the graduate student's or postdoctoral fellow's department, but shall be considered unsupported leave\*\*. Insurance premiums during unsupported leave will be the responsibility of the graduate student or postdoctoral fellow. However, the department, at its discretion, may continue to support the student or fellow, including providing for insurance premiums, if other funds are available.

The leave begins on the day the graduate student or postdoctoral fellow is no longer fully engaged in their professional and academic activities and, to the extent possible, should be requested in advance of a birth or adoption. Retroactive requests will be considered on a case-by-case basis.

### **Procedures**

1. A graduate student or postdoctoral fellow should notify the department at the earliest date possible of the intent to utilize the parental leave policy. The department is responsible for updating the payroll and tuition payment systems.
2. If the leave begins mid-term, the graduate student or postdoctoral fellow shall receive the grade of "Incomplete" for all courses and academic credits taken during the then current term; the graduate student or postdoctoral fellow will then be on leave of absence for the following term and is expected to officially change her/his registration status to "Leave of Absence." The graduate student or postdoctoral fellow is responsible for making arrangements with each instructor to resolve a grade of incomplete; an incomplete grade, if unresolved, will become "F" after 120 days unless an extension of this time has been approved by the instructor and the registrar notified.
3. Any leave of absence exceeding 60 days shall be considered personal leave. In any event, only 60 calendar days of stipend/wages will be provided, whether the leave crosses two terms or covers only one term.

\* This policy is based on the NIH Grants Policy Statement "Subpart B: Terms and Conditions for Specific Types of Grants, Grantees and Activities" pertaining to the parental leave policy for National Research Service Awards (NRSA) awardees.

\*\* Students and Postdoctoral Fellows supported on NIH Training Grants must adhere to the NIH Policy on Unpaid leave, which states, “Individuals requiring extended periods of time away from their research training experience, that is, more than 15 calendar days of sick leave or more than 60 calendar days of parental leave, must seek approval for an unpaid leave of absence. Approval for a leave of absence must be requested in advance from the NIH awarding office. Fellows must provide a letter of support from the sponsor, countersigned by an AOO, and must advise the NIH awarding office of the dates of the leave of absence. Upon approval of the request, the NIH awarding office will issue a revised NRFA extending the ending date of the current budget period by the appropriate number of days or months of unpaid leave time. Recipients are precluded from spending award funds during the leave of absence.”

## **Academic Advising**

The DrPH degree program in the Department of International Health is a mixture of didactic coursework, independent reading, research/practice experience and the preparation of a culminating document. As the program progresses, there are many decisions to be made regarding which courses and experience will address a student’s educational objectives. To assist with navigating this process, each student is assigned an academic faculty advisor who has the responsibility of serving as a guide and mentor. While these programs seem to be tightly scripted by the Department and School, it is the Department’s view that graduate degree programs must be owned by the student with the faculty acting as guides in the student’s own development as a scholar and practitioner. This section is intended to guide the student and the faculty member in making the advisor-advisee relationship as successful as possible.

This section has three goals:

- describe the Department’s advising philosophy;
- provide answers to frequently asked questions;
- provide guidance on how the student and advisor can interact most effectively.

The suggestions in this section are derived from the experience of faculty who have worked with students for many years and from students who themselves have been guided by these faculty members. The document is dynamic and needs input from students and advisors as they use it. Please submit comments and concerns to the Academic Coordinator.

### **Advising Philosophy, Department of International Health**

The primary purpose of the academic advising process is to assist students in the development and implementation of a meaningful and appropriate plan for their graduate education and future career. This purpose is driven by a set of core values:

1. Advisors are responsible to the students they advise.
  - Advising is an integral part of the educational process with both students and advisors benefiting from the relationship.
  - Regular student-advisor communication allows advisors to maximize the student’s ability to develop life-long learning skills and for the advisor to act as an advocate for the student.
  - Advisors must recognize the diversity of student backgrounds and the opportunities provided by this diversity for maximizing educational achievement.
  - Advisors are responsible for connecting students with others in the academic community who can, when appropriate, assist in the advising process.
2. Advisors are responsible to the institution.
  - As faculty, advisors are responsible for maintaining the academic standards and reputation of the Department, School, and University. This implies a focus on academic excellence for the students they advise.

- Advisors must comply with the policies and procedures established by the Department, School and University for the didactic, exploratory, and research portions of a graduate student's educational experience.
3. Advisors are responsible to the community of higher education.
    - Advisors must uphold the values of academic and intellectual freedom that characterize the university environment in the United States.
    - As faculty, advisors are responsible for the training of the next generation of academic leaders in education, research, practice, and service.
  4. Advisors are responsible to the public health community.
    - As faculty in a School of Public Health, advisors are committed to improving the health and well being of populations everywhere in the world through education, research, practice and service.

### **The Advisor-Advisee Relationship**

All students in the Department are assigned a faculty advisor who is a full-time member of the advising faculty in their program area. In addition, **the DrPH Department Director, Dr. Bennett, also serves as a back-up advisor to students.** The advisor has the responsibility of assisting the student in designing an academic program that meets the student's goals within the requirements of the University, School and Department. Additionally, the advisor serves to direct the student to appropriate resources and research opportunities. The advisor should be the first point of contact in resolving academic problems. Advising students is an integral part of every faculty member's responsibilities. Thus, the student should not feel that he/she is imposing by asking for advice. Faculty members expect to be available to students, although the students should be respectful of the faculty's time by scheduling and respecting appointments. This is especially true in our department where research and practice responsibilities of the faculty require them to travel a significant portion of their time. **The responsibility for arranging meetings with their advisor lies with the student. Students should not expect advisors to seek them out for required appointments.** The student bears the responsibility of consulting the advisor when necessary and arranging periodic appointments, even if there are no specific problems. In general, advisors and advisees should communicate at least once per term, preferably more often. All course registrations must be approved by the student's advisor. The student is required to schedule a meeting in order to assure that the advisor has reviewed the student's schedule and to plan any special studies projects or thesis research as needed with the advisor before the registration period deadline. If due to travel or scheduling difficulties, such communication cannot be conducted before the registration period deadline, students should receive approval for course registration from the DrPH Director, Dr. Bennett.

### **Responsibilities: Advisor**

- To assist in determining the advisee's educational goals and needs at the start of the program.
- To serve as an educational and/or professional mentor for the student.
- To maintain awareness of and sensitivity to the level of compatibility between the student advisee and him/herself in terms of academic, professional, and personal interests.
- To facilitate a change of advisor if deemed appropriate to the student.
- To monitor the advisee's overall academic program and be sensitive to signs of academic difficulty.
- To be sensitive to cultural, medical, legal, housing, visa, language, financial, or other personal problems experienced by the advisee and to be understanding, and supportive. The Department has a sizable portion of foreign students coming from diverse pre-professional and professional educational backgrounds. As such, they have diverse needs and experience in managing a US-based graduate education program.
- To meet regularly with the student and to identify a mechanism for advising while traveling either through email or by identifying a back-up advisor for periods of extended travel.

### **Responsibilities: Advisee**

- To arrange to meet with the advisor at least once each term.
- To comply with registration and administrative deadlines.

- To identify and develop professional career goals and interests.
- To understand administrative policies and procedures and be familiar with the requirements for their program as described in the *Academic Guide*.
- To maintain the academic checklist and review it at meetings with the advisor.
- To complete an Advisor Evaluation Form twice during the academic year, once at the end of 2<sup>nd</sup> term and again at the end of 4<sup>th</sup> term.

### Change of Advisor

For a variety of reasons, most often related to participation in faculty research for thesis work, a student or a faculty member may wish to have the student change advisors. Faculty wishing to initiate a change should discuss this with the Chair of the Curriculum and Credentials Committee. Faculty will need to submit a report of the student's progress at the time of this request. Student initiated changes of advisor are made without penalty and are a common occurrence. Students should write a letter of request to the Chair of the Curriculum and Credentials Committee to change from one faculty member to another. Both faculty members must agree.

### Students may expect the following from their Advisors:

- Advisor's approval on course registrations, course changes, pass/fail agreements, waiver requests, and on all petitions to the Curriculum and Credentials Committee.
- At least one meeting per term with the advisor.
- Oversight of the student's overall academic program and sensitivity to any academic difficulties.
- Knowledge of and interest in the student's career objectives.
- Review of required and recommended courses for the program area. Assistance in designing a plan for the fulfillment of required courses and assistance with planning the course schedule for the year.

### Student Feedback on Advisor Performance

The Department Chair reviews all faculty performance on an annual basis. This review assesses the career track of each faculty member as a part of the faculty mentoring role played by the Chair. In order to provide the most accurate information on faculty performance, the Chair needs information on all aspects of the faculties' roles including student advising. As a part of this process, we have initiated a formal advisor evaluation process that includes input from students. The provision of honest information is required of all students twice per year and these advisor ratings are handled with complete anonymity. At the completion of the 2<sup>nd</sup> and 4<sup>th</sup> terms each year, all students will complete an Academic Advisor Evaluation Form and submit it to the departmental Academic Program Administrator (Cristina Salazar).

<h3>Information for Students Traveling Abroad</h3>
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#### Most important steps for all students:

1. **Fill out the International Travel Checklist**
2. **Fill out the Travel to Countries with Travel Warnings Form (if necessary)**
3. **Register travel on the International Travel Registry**

As you prepare to take an overseas assignment you should take into account a few administrative, health, and safety issues before you leave the country. Keep in mind that when working overseas, even in the short-term, you need to be prepared before leaving the US in order to have a productive experience and avoid unnecessary health and safety risks. The Department of International Health has developed the attached checklist for you to complete prior to leaving the country to assist you in preparing for your assignment. **It is the responsibility of each student to complete and submit the completed checklist no later than TWO MONTHS prior to your departure for all overseas assignments. Students traveling to countries with Travel Warnings issued by the U.S. State Department must follow the procedure described in section B. Safety (2).** Copies of the checklist may be obtained from the Departmental Academic Coordinator, from the MHS, PhD or DrPH Academic Guides, or online at <http://tinyurl.com/IHTravelForms>. Here are a few recommendations for you when traveling overseas:



## **A. Administrative:**

(1) TRAVEL DOCUMENTATION – You should assure that your travel documents are current and appropriate. Visas, if necessary, should be obtained well in advance of your travel. You can find out if a visa is required for the country you will be visiting by calling the embassy of that country (most are in Washington), or by checking the web sites of most embassies. If you have a problem with getting a visa you will often fare better if you then go yourself to the embassy to have the visa processed. This is especially true if you hold a non-US passport. Remember also that you may need a visa for transit through some countries. Also, a tourist visa is often all you will need, but a business visa may give you extra time in-country and help you avoid additional fees if multiple visits are required. Your advisor can help you obtain a letter to submit with your visa application if that is required. You should also be sure that your passport will be valid for the full time that you will be away. Most countries require that your passport be valid for 6 months from the date of departure. Finally, be sure that you have return airline tickets well in advance of your trip. Do not travel with a one-way ticket, as you may be restricted from entering the country upon arrival, and you may have difficulty securing airline tickets while away.

(2) UNIVERSITY APPROVALS – Assure that you have the requisite approvals from the University to initiate any overseas research. These include submission of the attached checklist, approval from your thesis committee for dissertation research (must be signed before collecting data) or approval from your advisor and Program Coordinator for the MHS internship, and approval from the IRB for collecting data for research projects. Remember that for student research your advisor is the Principal Investigator, and she/he must approve the research and sign the forms. The IRB committee meets monthly, and it can take several months to get all of the IRB approvals finalized, so plan ahead accordingly. You may also need to have approval from the NIH to conduct your research overseas. The Office of Protection of Research Risks (OPRR) is the agency that grants such approvals. There is a special form that must be signed by dissertation committees for approval of thesis research. Post-hoc submission of these forms is not acceptable, and you run the risk of your research being deemed invalid, so you should take these precautions seriously. Conducting research on human subjects without IRB approval is a serious breach of ethical conduct.

(3) HOST COUNTRY APPROVALS – Be sure that you have the necessary approvals from the host country to travel and conduct research. Many host country governments have agencies that must approve all foreign research projects. To check on this you should consult with your advisor, as well as with your host country collaborators. These approvals often take considerable time, so be sure to plan ahead. You should also be sure that the host-country collaborating agency has granted you approval. It is good to get this in writing. Be sure that they know the scope of your work in-country, your travel dates, where you will stay while there, and who they can contact if a problem develops. Take care to set your travel dates to accommodate your collaborators. If you are not sensitive to their schedules you run the risk of getting a low level of support while you are on travel status.

(4) REGISTERING TRAVEL – Once your travel plans are finalized and the plane tickets are purchased, make sure you register all your travel details online here <http://apps4.jhsph.edu/ITR/>. Please make sure you add the emergency contact information and fill out the dates of your itinerary. If your itinerary changes throughout your trip, make sure you update your information online.

## **B. Safety**

(1) CRIME – crime is a serious problem for persons traveling. It is recommended that you not carry or display large amount of cash when traveling. Use a money belt to store your money and valuables. Store valuables (including your airline tickets, credit cards, money, passport, and travelers checks) in the hotel safe, or other secure location if a safe is not available. Check with your local collaborators about risky situations and areas to avoid. If you are robbed do not resist – give them your money and valuables. It is always better to replace them then risk physical harm. Report such events to the police immediately. You should also make a photocopy of your passport and store it separate from your passport. This can be very helpful if you lose your passport. If you need to keep identification on you, use the photocopy of the passport with your driver's license.

It is also helpful to make photocopies of your credit cards, passport, and travelers check receipts and leave them with someone you can contact back home. This will facilitate replacement if they are lost or stolen.

(2) **TERRORISM AND CIVIL CONFLICT** – check before you leave the country with the State Department ([http://travel.state.gov/travel/cis\\_pa\\_tw/tw/tw\\_1764.html](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html)) to see about safety in the country you are traveling to. If you are traveling for a school related activity (including a practicum requirement with an organization or a faculty member, or for your doctoral thesis research), to a country that has a Travel Warning from the US. State Department, you must follow the following procedure:

1. Complete the International Travel Checklist
2. Complete the Countries with Travel Warnings Checklist
3. Obtain an evacuation plan or a safety plan from the organization or faculty member you will be working for in said country.
4. Make a photocopy of your passport, health insurance card, and student ID card

Submit all the paperwork to Cristina Salazar (E8518) at least **TWO MONTHS** in advanced. This material will be reviewed by the Steering Committee and will have to be approved by the International Health Department Chair, Dr. Robert Black, before you commence travel.

Register with the US embassy and/or your home embassy if you are a 3<sup>rd</sup> country national (if working on a US sponsored project 3<sup>rd</sup> country nationals should register with the US embassy) when you arrive. If you have any problems you should contact the embassy. This includes for problems with health, safety, or civil conflict. You should also contact your advisor and family if you have any problems. Use common sense in your dealings, and avoid association with persons who may place you at risk, or cause you to be a target for terrorism or police harassment.

(3) **CONTACT INFORMATION** – it is important that you leave your contact information with your family and your advisor. Also, be sure to leave your family's contact information with your advisor, and vice versa. If you are out of town while away be sure to let your advisor and family know. It is quite common for students to leave town for trips and people at home are unable to reach them, generating significant worry and concern among your family and colleagues. You should also leave behind the name and contact information of your colleagues you are working with, and let them know how to contact you when you are in-country in the event of an emergency.

### **C. Health**

(1) **VACCINATIONS** – Be sure that you have obtained relevant vaccinations prior to travel. To ascertain which vaccinations you need you should consult with a travel medicine specialist. There is a travel medicine clinic on campus, and many HMO (such as Kaiser) have travel medicine offices. You can also consult the CDC website for recommendations of appropriate vaccines. Many vaccinations these require a series of injections or oral medications, so plan ahead to assure that you are properly vaccinated. When traveling to areas with malaria you should secure a prescription for malaria prophylaxis medications. One of the most serious health risks you face is from malaria, and it can be lethal. Take such medications as recommended, and take the full course – which usually requires that you take them for a full four weeks upon your return. If you get a high fever, severe headache, or flu-like symptoms upon return from a malaria zone be sure to go to the doctor immediately, as this can be a sign of malaria. Prompt treatment is imperative to avoid serious health consequences. Other vaccinations that are often needed include tetanus, measles, polio, rabies, Hepatitis A, Hepatitis B (especially if you are sexually active or work with biologic samples or blood), Japanese Encephalitis, and yellow fever. Note that entry into some countries requires a yellow fever vaccination, which must be recorded on a yellow form provided by the WHO. There are only certain places you can obtain these, so plan ahead. In some countries in Africa if you arrive without the yellow fever vaccination card you will be vaccinated upon entry, which carries some risk of contamination with unsterile equipment. Consult with a travel medicine specialist well before departing. **The student health plan offered by the School does not cover the cost of these immunizations.**

(2) **INFECTIOUS DISEASES** – Take care with what you eat and drink to avoid food-borne contamination. It is advisable that you consult the CDC website to get advice on how to avoid food and drink borne infections. You may also want to carry a supply of an antibiotic (such as ciprofloxacin), which your travel doctor can give you before you go. Be sure to get instructions on when to take these, as well as how to take them. You should also be very careful with the water and drinks that you consume. It is advisable to drink bottled water in which you see the sealed bottle. Be careful of fruit juices which are often contaminated or which have had water added to them. Note also that table condiments, such as chili sauce, is also often a source of contamination. It is also very important that you take extreme care to avoid a sexually transmitted infection, including HIV. If you will be sexually active you should use a condom for all sexual contact, oral, vaginal, or anal. You may want to carry condoms with you as a source of condoms may be difficult to find. Take care that the condoms are stored correctly (not in heat) and that they are not expired. The best way to avoid a sexually transmitted disease is to avoid sexual contact.

(3) **ACCIDENTS** – this is probably the most likely health risk that you face, especially traffic accidents. Avoid traveling by car at night, especially on long-distance highways. When you travel by car use a seatbelt (even if others do not), and tell the driver to slow down if you feel unsafe. It is always much better to risk social embarrassment to avoid an accident, so do not be shy about asserting your desire to have a driver go more slowly. You may want to establish a maximum driving speed before you depart. You should also tell the driver to avoid passing (overtaking) if you feel that he/she is being unsafe. It is also advisable to carry a first aid kit. If an accident does occur seek medical care quickly. If you wait too long you risk serious health consequences. It is suggested that you get and read “When there Are No Doctors” before you travel. This is an excellent resource on travel health issues for developing countries. It is especially important that you avoid unsterile needles and syringes. In many cases you can request to purchase a new needle or syringe, or have someone with you do so. Note also that the US embassy maintains a list of medical providers in most countries. If you need medical care you may want to contact the embassy. You should also get word back to your advisor and family if an accident occurs.

(4) **INSURANCE** – you should check to be sure that your health insurance will cover you when you are overseas. You should also consider getting evacuation insurance (such as International SOS which has an inexpensive student policy). This type of insurance will assist you in seeking quality medical care, and in evacuating you should a serious problem arise.

(5) **DENTAL** – if you will be overseas for an extended time be sure to have a dental check up prior to leaving. You should avoid dental care in many developing countries.

(6) **MEDICATIONS** – be sure to carry an adequate supply of required medicines with you. You may not be able to get them while traveling.

### **Final Note**

Please take these common sense precautions seriously. With a little care and planning you can have a safe and enjoyable experience overseas. Realize that each country is unique and has special issues that should be attended to. Your advisor, and others who have traveled regularly to the country you are visiting, can help you plan for your trip accordingly. Note also that this list of recommendations is cursory and will not cover all events that may occur. Plan ahead, be careful, follow the advice of colleagues, and do not be shy about advocating for your health and safety.

### **Internet Resources for Traveling Abroad:**

[http://travel.state.gov/travel/cis\\_pa\\_tw/safety/safety\\_2836.html](http://travel.state.gov/travel/cis_pa_tw/safety/safety_2836.html) – US State Department Travel Information

<http://wwwn.cdc.gov/travel/default.aspx>– CDC’s “Traveler’s Health” site. Useful information on health issues, and warnings by country.

<http://phirst.jhsph.edu/>– JHU Institutional Review Board. Includes forms for applying for approval.

<http://www.internationalsos.com/> – low cost travel evacuation insurance company.

<http://www.walkabouttravelgear.com/insure.htm> – website on various travel resources, and good review of available plans for evacuation insurance.

[http://travel.state.gov/travel/cis\\_pa\\_tw/tw/tw\\_1764.html](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html) US State Department Current Travel Warnings

<http://www.travelhealthresource.com/clinics/MARYLAND.asp> Travel clinics in Maryland

<http://www.unionmemorial.org/body.cfm?id=1186> Travel Clinic at Union Memorial Hospital (Charles Village)

## Guidelines for Student Employment

All the procedures and forms are posted online <https://my.jhsph.edu/sites/IH/student/default.aspx>

### Hours of Work and Overtime

Full-time students who work for Johns Hopkins University School of Public Health may work a maximum of 19 hours per week during periods of enrollment.

During periods of non-enrollment, (i.e., summer, spring break, etc.), student employees may work up to 40 hours per week. Students that work over 40 hours per week are required by the FLSA to receive overtime pay (time and a half pay).

For FICA TAX purposes, "**summer**" begins on **June 1st**. **At that time, students may work up to 40 hours per week.**

### Direct Deposit

- *Semi-monthly Pay*  
Student employees on semi-monthly payroll may elect direct deposit to any financial institution in the continental United States participating in the Automated Clearing House. Deposit takes a minimum of three pay periods to begin and must be for the full amount of net pay. Direct deposit forms can be downloaded from <http://www.controller.jhu.edu/uforms/c100.pdf> or secured from the Department of International Health's Human Resources & Payroll Office (Wolfe Street Bldg. E8521).
- *Weekly Pay*  
Student employees on the weekly payroll may elect direct deposit with accounts at M&T Bank or Johns Hopkins Federal Credit Union.

### Work-Study

Students employed under the Federal Work-Study (FWS) program during the 2007-2008 academic year may also be employed as Teaching Assistants during the same period of FWS employment. The Teaching Assistant employment status is the exception to the restricted crossover status related to FWS employment. If an employer wants to hire a student as a Teaching Assistant and the designated individual is also employed as a FWS student, then both the employer and the student should coordinate the crossover employment period with Caroline Bright (Associate Director) in Financial Aid.

For additional information or specific inquiries, please contact Allison Quarles (443- 287-2192; [aquarles@jhsph.edu](mailto:aquarles@jhsph.edu)) or Tanya Falls (410-614-6259, [tfalls@jhsph.edu](mailto:tfalls@jhsph.edu)) in the Department of International Health's Human Resources & Payroll Office.

## Teaching Assistantships

The Department of International Health relies on the assistance of students to provide support for the teaching efforts of various courses throughout the year.

### TA Responsibilities

Teaching Assistants can be requested to perform a variety of different activities for the course that they are supporting. All TA functions and hours must be determined prior to beginning any effort on behalf of the course by both the TA and the faculty instructor and will be documented in the TA Agreement (see below).

Some possible functions of the TA are as follows:

- a. Grading written assignments and exams
- b. Working with and advising discussion groups on projects and other assignments
- c. Facilitating discussion group sessions
- d. Taking attendance
- e. Coordinating the distribution and collection of course materials
- f. Organizing and managing the course on CoursePlus
- g. Various other duties as requested

### Student Eligibility & Payment Procedures

All students must meet certain eligibility requirements to be hired as a TA. These requirements are as follows:

- TAs must be current students enrolled in a degree program at JHSPH. Students who have completed their course requirements but have not yet graduated are still eligible to be TAs until such time as the School has conferred their degree.
- The individual must have successfully completed the course which they are supporting at JHSPH (or a similar course at another institution) prior to the term in which they will act as the TA.
- Student TA must be enrolled as a full-time student during the term student is working
- All paperwork must be submitted to the Academic Programs Administrator by the 1<sup>st</sup> day of the course student is assisting.
- A student can be a TA in the summer only if he/she is a continuing student.

Evaluation Opportunities

1. Demonstrate knowledge of major public health problems in underserved populations and evaluate their current prevention and control interventions

Specific Competencies	Learning Opportunities	Course Work/Exam	Written Comps	Department Preliminary	School Preliminary	Dissertation	Final Defense	Public Dissertation	Practicum	Seminar Presentations
Identify and discuss factors associated with the major public health problems in disadvantaged populations, including those in developing countries	<a href="#">182.626</a> Tropical Environmental Health	X	X	X	X	X				
	<a href="#">220.601</a> Introduction to International Health									
	<a href="#">221.612</a> Confronting the Burden of Injuries: A Global Perspective									
	<a href="#">221.627</a> Issues in Maternal Mortality Reduction in Developing Countries									
	<a href="#">222.654</a> Food, Culture, and Nutrition									
	<a href="#">222.655</a> Nutrition and Life Stages									
	<a href="#">223.663</a> Infectious Diseases and Child Survival									
	<a href="#">223.682</a> Clinical Aspects of Tropical Diseases									
	340.608 Observational Epidemiology									
	340.** Topics in Applied Epidemiology									
	<a href="#">305.612</a> Epidemiology of Injuries									
	<a href="#">340.627</a> Epidemiology of Infectious Diseases									
	<a href="#">340.646</a> Epidemiology and Public Health Impact of HIV and AIDS									
<a href="#">380.600</a> Principles of Population Change										

**Evaluation Opportunities**

**1. Demonstrate knowledge of major public health problems in underserved populations and evaluate their current prevention and control interventions, continued**

<b>Specific Competencies</b>	<b>Learning Opportunities</b>	Course Work/Exam	Written Comps	Department Preliminary	School Preliminary	Dissertation	Final Defense	Public Dissertation	Practicum	Seminar Presentations
Describe and evaluate prevention and control interventions for the major public health problems in disadvantaged populations, including those in developing countries	<a href="#">182.626</a>	Tropical Environmental Health	X	X	X	X	X	X	X	
	<a href="#">220.601</a>	Introduction to International Health								
	<a href="#">221.616</a>	Ethics of Public Health Practice in Developing Countries								
	<a href="#">221.627</a>	Issues in Maternal Mortality Reduction in Developing Countries								
	<a href="#">222.649</a>	International Nutrition								
	<a href="#">223.663</a>	Infectious Diseases and Child Survival								
	<a href="#">223.664</a>	Design and Conduct of Community Trials								
	<a href="#">223.680</a>	Global Disease Control Programs and Policies								
	<a href="#">223.682</a>	Clinical Aspects of Tropical Diseases								
	<a href="#">260.626</a>	STI Prevention: Using Epidemiology to Inform Policy and Program								
	<a href="#">305.610</a>	Issues in Injury and Violence Prevention								
	<a href="#">305.613</a>	Design and Evaluation of Community Health and Safety Interventions								
	<a href="#">306.655</a>	Ethical Issues in Public Health								
	<a href="#">340.612</a>	Epidemiological Basis for Tuberculosis Control								
<a href="#">340.***</a>	Topics in Applied Epidemiology									
<a href="#">380.665</a>	Family Planning Policies and Programs									

**DrPH – International Health**  
**Department of International Health**

**Evaluation Opportunities**

**2. Demonstrate knowledge of the components of primary health care in developing countries and health care in humanitarian emergencies**

<b>Specific Competencies</b>	<b>Learning Opportunities</b>	<b>Course Work/Exam</b>	<b>Written Comps</b>	<b>Department Preliminary</b>	<b>School Preliminary</b>	<b>Dissertation</b>	<b>Final Defense</b>	<b>Public Dissertation</b>	<b>Practicum</b>	<b>Seminar Presentations</b>
Describe and evaluate approaches to primary health care delivery in developing countries	<a href="#">220.601</a>	Introduction to International Health	X	X	X	X	X	X	X	
	<a href="#">221.616</a>	Ethics of Public Health Practice in Developing Countries								
	<a href="#">221.624</a>	Urban Health in Developing Countries								
	<a href="#">221.635</a>	Case Studies in Primary Care								
	<a href="#">221.661</a>	Project Development for Primary Health Care in Developing Countries								
	<a href="#">306.655</a>	Ethical Issues in Public Health								
Identify health care needs and describe health care implementation methods in humanitarian emergencies	<a href="#">221.616</a>	Ethics of Public Health Practice in Developing Countries	X	X	X	X				
	<a href="#">221.629</a>	Water and Sanitation Needs in Complex Humanitarian Emergencies								
	<a href="#">221.634</a>	Stress Management for Relief Workers								
	<a href="#">221.639</a>	Refugee Health Care								



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**Department of International Health**

**Evaluation Opportunities**

**3. Make evidence-based managerial or policy decisions for health care programs or systems in developing countries**

<b>Specific Competencies</b>	<b>Learning Opportunities</b>	<b>Course Work/Exam</b>	<b>Written Comps</b>	<b>Department Preliminary</b>	<b>School Preliminary</b>	<b>Dissertation</b>	<b>Final Defense</b>	<b>Public Dissertation</b>	<b>Practicum</b>	<b>Seminar Presentations</b>
Describe and critique financing mechanisms for health care programs or systems in under-served populations, including those in developing countries	<a href="#">220.601</a> Introduction to International Health	X	X	X	X				X	X
	<a href="#">221.609</a> International Health Reform									
	<a href="#">300.600</a> Introduction to Health Policy									
	<a href="#">312.623-4</a> Financial Management in Health Care I-II									
	<a href="#">313.640-1</a> Introduction to Health Economics I-II									
Acquire skills needed to manage health care programs or systems in under-served populations, including those in developing countries	<a href="#">221.616</a> Ethics of Public Health Practice in Developing Countries	X	X	X	X	X	X	X	X	X
	<a href="#">221.706-7</a> Management of Health Systems in Developing Countries I-II									
	<a href="#">221.722</a> Quality Assurance Management Methods for Developing Countries									
	<a href="#">306.655</a> Ethical Issues in Public Health									
	<a href="#">312.617</a> Fundamentals of Financial Accounting									
	<a href="#">380.665</a> Family Planning Policies and Programs									
	<a href="#">551.601</a> Managing Health Services Organizations									
	<a href="#">551.602</a> Exercises in Managing Health Services Organizations									
	<a href="#">551.603</a> Fundamentals of Budgeting and Financial Management									
<a href="#">551.604</a> Quantitative Tools for Managers										

<a href="#">551.607</a>	Pharmaceuticals Management for Under-Served Populations									
<a href="#">551.608</a>	Managing Non-Governmental Organizations in the Health Sector									
<a href="#">551.610</a>	Foundations of Leadership: A Leadership Survey Course									

**DrPH – International Health  
Department of International Health**

**Evaluation Opportunities**

**3. Make evidence-based managerial or policy decisions for health care programs or systems in developing countries, continued**

<b>Specific Competencies</b>	<b>Learning Opportunities</b>	<b>Course Work/Exam</b>	<b>Written Comps</b>	<b>Department Preliminary</b>	<b>School Preliminary</b>	<b>Dissertation</b>	<b>Final Defense</b>	<b>Public Dissertation</b>	<b>Practicum</b>	<b>Seminar Presentations</b>
Make managerial or policy decisions based on data from epidemiological research and identify future research needs and approaches	<a href="#">221.620</a> Summary Measures of Population Health to Improve Health Systems	X	X	X	X	X	X	X	X	X
	<a href="#">221.638</a> Health Systems Research and Evaluation in Developing Countries									
	<a href="#">223.664</a> Design and Conduct of Community Trials									
	<a href="#">223.672</a> Data Management Methods in Health Research Studies									
	<a href="#">340.603</a> Cohort Studies: Design, Analysis, Applications									
	<a href="#">340.604</a> Design and Applications of Case-Control Studies									
	<a href="#">340.717</a> Health Survey Research Methods									
	<a href="#">380.764</a> Reproductive Health Research in Developing Countries									
<a href="#">551.856</a> Research Methods in Health and Human Rights										

Make managerial or policy decisions based on data from monitoring and evaluation of health care programs or systems and identify future monitoring and evaluation needs and approaches	<a href="#">221.620</a>	Summary Measures of Population Health to Improve Health Systems	X	X	X	X	X	X	X	X	X
	<a href="#">221.627</a>	Issues in Maternal Mortality Reduction in Developing Countries									
	<a href="#">221.638</a>	Health Systems Research and Evaluation in Developing Countries									
	<a href="#">222.642</a>	Assessment of Nutritional Status									
	<a href="#">222.647</a>	Nutrition Epidemiology									
	<a href="#">305.613</a>	Design and Evaluation of Community Health and Safety Interventions									
	309.712	Assessing Health Status and Patient Outcomes									
	<a href="#">340.717</a>	Health Survey Research Methods									
<a href="#">380.764</a>	Reproductive Health Research in Developing Countries: Issues and Methods										

**Evaluation Opportunities**

**3. Make evidence-based managerial or policy decisions for health care programs or systems in developing countries, continued**

<b>Specific Competencies</b>	<b>Learning Opportunities</b>	Course Work/Exam	Written Comps	Department Preliminary	School Preliminary	Dissertation	Final Defense	Public Dissertation	Practicum	Seminar Presentations
Discuss current policies and policy gaps for major public health problems in under-served populations, including those in developing countries and participate in policy decisions	<a href="#">220.601</a>	Introduction to International Health	X	X	X	X	X	X	X	X
	<a href="#">221.609</a>	International Health Reform								
	<a href="#">221.612</a>	Confronting the Burden of Injuries: A Global Perspective								
	<a href="#">221.616</a>	Ethics of Public Health Practice in Developing Countries								
	<a href="#">223.680</a>	Global Disease Control Programs and Policies								
	<a href="#">223.687</a>	Vaccine Policy Issues								
	<a href="#">260.626</a>	STI Prevention: Using Epidemiology to Inform Policy and Program								
	<a href="#">300.600</a>	Introduction to Health Policy								
	<a href="#">305.610</a>	Issues in Injury and Violence Prevention								
	<a href="#">313.640</a>	Introduction to Health Economics								
	<a href="#">-1</a>	I-II								
	<a href="#">380.665</a>	Family Planning Policies and Programs								
<a href="#">551.606</a>	Case Studies in Healthcare Policy and Leadership									

**DEPARTMENTAL THESIS COMMITTEE**

TO BE COMPLETED BY STUDENT:

Name: \_\_\_\_\_

Program Area: \_\_\_\_\_

Proposed Committee Members:

Thesis Advisor: \_\_\_\_\_

Member from Pgm. Area: \_\_\_\_\_

Third Member: \_\_\_\_\_  
(selected from another Program Area or Department)

Committee Membership Approved

Thesis Advisor: \_\_\_\_\_ (signature) \_\_\_\_\_ (date)

Program Coordinator: \_\_\_\_\_ (signature) \_\_\_\_\_ (date)

Assoc. Chair, Acad. Prog: \_\_\_\_\_ (signature) \_\_\_\_\_ (date)

After obtaining signatures, please return form to Room E8516.

## THESIS PROPOSAL APPROVAL FORM

Student's Name: \_\_\_\_\_

Program Area: \_\_\_\_\_

Departmental Thesis Committee:

Thesis Advisor: \_\_\_\_\_  
(signature) (date)

Second Member: \_\_\_\_\_  
(signature) (date)

Third Member: \_\_\_\_\_  
(signature)\* (date)

\*Signature denotes approval of proposal

Thesis topic:

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### Academic Advisor Evaluation Form

This form is to be completed and turned into the Departmental Academic Coordinator twice per year, at the end of 2<sup>nd</sup> and 4<sup>th</sup> terms. Honest evaluations of advisor performance are an integral part of faculty annual performance evaluation by the Department Chair. Under no circumstances will individual student responses to this evaluation be identified to the faculty member.

Circle one

**Program Area:** GDEC HN HS SBI DPH **Degree:** MHS PhD DrPH **Term:** 2<sup>nd</sup> 4<sup>th</sup>

Advisor: \_\_\_\_\_

**1. Over the past two terms, how satisfied are you with the advice from the following people?**

	Advisor	Faculty Program Coordinator
Very Satisfied	<input type="checkbox"/>	<input type="checkbox"/>
Somewhat Satisfied	<input type="checkbox"/>	<input type="checkbox"/>
Neutral	<input type="checkbox"/>	<input type="checkbox"/>
Somewhat Dissatisfied	<input type="checkbox"/>	<input type="checkbox"/>
Very Dissatisfied	<input type="checkbox"/>	<input type="checkbox"/>

**2. Do you feel the following people are concerned with your progress?**

	Advisor	Faculty Program Coordinator
Yes, Definitely	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Probably	<input type="checkbox"/>	<input type="checkbox"/>
Unsure	<input type="checkbox"/>	<input type="checkbox"/>
Probably Not	<input type="checkbox"/>	<input type="checkbox"/>
Definitely Not	<input type="checkbox"/>	<input type="checkbox"/>

**3. On average in the past 2 terms, how often did you meet in person with the following people each term?**

Advisor: \_\_\_\_\_ per term      Program Coordinator: \_\_\_\_\_ per term

**4. Over the past two terms, how often have you just dropped in for a discussion with:**

Advisor: \_\_\_\_\_ per term      Program Coordinator: \_\_\_\_\_ per term

**5. Over the past two terms, have you had trouble meeting with either of the following people? For example, have they broken appointments or been unresponsive in scheduling a meeting?**

	Advisor	Faculty Program Coordinator
Yes, Problem	<input type="checkbox"/>	<input type="checkbox"/>
Unsure	<input type="checkbox"/>	<input type="checkbox"/>
No Problem	<input type="checkbox"/>	<input type="checkbox"/>

**6. Over the past two terms, have you and each of the following people established a satisfactory method for advising by email when the faculty member is traveling?**

	Advisor	Faculty Program Coordinator
Yes, Satisfactory	<input type="checkbox"/>	<input type="checkbox"/>
Unsure	<input type="checkbox"/>	<input type="checkbox"/>
No, Unsatisfactory	<input type="checkbox"/>	<input type="checkbox"/>

**7. Do you feel that you and your advisor share common areas of interest?**

Yes, Similar Interests	<input type="checkbox"/>
Unsure	<input type="checkbox"/>
No, Dissimilar Interests	<input type="checkbox"/>

**8. Do you feel you would be better served by a different advisor?**

Yes	<input type="checkbox"/>	If yes, please explain: _____
Unsure	<input type="checkbox"/>	_____
No	<input type="checkbox"/>	_____

## International Travel Checklist

This check list must be completed and submitted to your advisor and Cristina Salazar no later than 2 months prior to travel.

Name: \_\_\_\_\_

Degree: \_\_\_\_\_ Program: \_\_\_\_\_

Advisor: \_\_\_\_\_ Citizenship: \_\_\_\_\_

Country of travel: \_\_\_\_\_

Dates of travel (if travel dates are not finalized, give approximate dates and length of stay):  
\_\_\_\_\_

1. Have you fully read the recommendations for student travel in your Academic Guide?

Yes  No

2. Are there any travel warnings issued by the U.S. State Department [http://travel.state.gov/travel/cis\\_pa\\_tw/tw/tw\\_1764.html](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html) for the country you will visit?

Yes  No

If Yes, you **MUST** submit the Form Traveling to Countries with Travel Warnings

3. Are there any special security issues for the country that you are traveling or that you are aware of?

Yes  No

If yes, copy and paste travel warning paragraphs from the state.gov website on your specific country here or submit a separate sheet of paper: \_\_\_\_\_  
\_\_\_\_\_

4. Have you ever been to this country before?

Yes  No

If yes, when and for how long? \_\_\_\_\_  
\_\_\_\_\_

5. Has IRB approval been obtained?

Yes  No  Pending  Not Needed

If not needed, provide explanation \_\_\_\_\_  
\_\_\_\_\_

6. Have local collaborators approved your visit?

Yes  No  Pending  Not Needed

If not needed, provide explanation \_\_\_\_\_  
\_\_\_\_\_



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7. What organization will you be working/collaborating with while traveling:

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8. Have you secured approval of your thesis committee for dissertation research and your advisor (for doctoral students), or from your advisor and your program coordinator (for MHS students)?

Yes  No  Not Needed

If not needed, provide explanation \_\_\_\_\_

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9. For MHS Students ONLY: Have you given the documentation for your internship to your MHS academic program coordinator and Carol Buckley as required?

Yes  No

10. Do you currently hold round-trip airline tickets for the trip?

Yes  No  Not Needed

If not needed, provide explanation \_\_\_\_\_

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11. How will you finance your travel, food and lodging?

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12. Do you have a visa for your trip?

Yes  No, but will get one soon  Not Needed

If not needed, provide explanation \_\_\_\_\_

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13. Is your passport valid for the period of your trip, and for the next six months?

Yes  No  Not Needed

If not needed, provide explanation \_\_\_\_\_

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**Health:**

14. Have you visited a travel medicine office or your physician to seek advice on health and vaccinations?

Yes  No  Not Needed

If not needed, provide explanation: \_\_\_\_\_

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15. Do you have your SOS card (available in W3041, the Support Services Office)?

Yes  No  Not Needed

16. What vaccinations have you received in preparation for this trip?

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17. Are you traveling to a malaria zone?

Yes  No

If yes, have you secured a full supply of malaria medications?

Yes  No

18. Have you been vaccinated for yellow fever?

Yes  No

If yes, do you have an International Certificate of Vaccination or Prophylaxis (ICVP)?

Yes  No

19. Do you have health insurance that will be valid for medical treatment in the country you are visiting while you are away?

Yes  No

If yes, please list your medical insurance company, and list policy number:

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If no, please explain why health insurance is not needed:

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20. Do you have any special health problems that may affect you while traveling, or chronic health problems? List them and indicate how they may affect you while traveling, and how you will deal with related problems.

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21. If you take medications regularly, do you have an adequate supply of medications for your trip?

Yes  No

If no: Sometimes pharmacies need verification from the department stating your extended travel and your need for Rx for more than 3 months. Cristina Salazar (E8518) can write this letter for you. Will you need a letter for your Rx?

Yes  No

**Safety:**

22. Who is your point of contact in the U.S. in the event of an emergency? List name, relationship, email (if available), home phone, and cell phone:

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23. Indicate how your advisor can reach you in the event of an emergency. Provide address, email, fax, Skype ID/Gmail ID/Yahoo ID, and phone:

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24. Provide the contact information for your collaborators in the host country. Give name address, email, fax, and phone:

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Student signature: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

**Note to advisor:** Please take time to go through this form with the student. Discuss administrative, health and safety issues with the student. If there is any significant doubt about the health and safety of this student you should contact the Program Director or Department chair to discuss if approval for travel should be granted. This form should be kept on file during the duration of the student's travel, and for 1 year after their return.

## Traveling to Countries with Travel Warnings Form

Student must submit this form if question 3 in the Travel Checklist was marked Yes.

This form must be submitted to Cristina Salazar along with the International Travel Checklist, the Safety or Evacuation Plan, and photocopies of your passport, health insurance and student ID, at least 2 months before the proposed travel date.

Student's Full Name:

Program Area:

Degree:

1. Country of Citizenship:

2. Country and city of Travel:

3. Length of Stay:

4. Address of the nearest U.S. consulate and your country's consulate, while in this country:

5. Will this trip satisfy a degree requirement (MHS internship, Doctoral Thesis, Doctoral Non-Thesis Related Research)?

MHS Internship

Doctoral Thesis

Doctoral Non-Thesis related Research

Other \_\_\_\_\_

No

6. Please name the organization and/or faculty member you will be working in this country:

7. List all the cities, towns, and rural areas you will be working in:

8. Does the organization/faculty member have a safety or evacuation plan in place in case of emergencies?

Yes  No

If Yes, please include a copy of the safety plan in this form

9. What project will you be working on?

**For Advisor or Faculty member responsible only:**

\_\_\_\_ I have no issues or concerns with this student's travel

\_\_\_\_ I have concerns regarding this student's travel

10. What will be your specific duties?

11. Who will be your direct supervisor?

Please comment on any aspects of the project you would like the committee to consider when reviewing this form

12. What is the address and telephone number of the main office you will be working in?

Advisor/Faculty's signature

Date:

13. What is your lodging plan while traveling abroad?

14. Provide justification for working in this specific country

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

