Doctoral Program in Administration-Health Services

2016-2017
SCHOOL OF HEALTH PROFESSIONS

DOCTORAL PROGRAM IN ADMINISTRATION-HEALTH SERVICES

2016-2017 ACADEMIC HANDBOOK

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INTRODUCTION

DEAN’S WELCOME MESSAGE

Welcome to the University of Alabama at Birmingham School of Health Professions (SHP), one of the nation’s leaders in the health care industry.

We are home to one of the largest health professions schools in the nation with more than 20 programs at the baccalaureate, master’s, and doctoral levels with nearly 2,000 undergraduate and graduate students enrolled. The School of Health Professions is part of UAB’s thriving academic health center. As one of our students, you will have the opportunity to work side-by-side with world-renowned researchers and faculty, utilize advanced technologies and experience cutting-edge approaches to clinical treatment.

We understand that health care needs are constantly changing. That is why we continue to add innovative programs such as Biotechnology, Genetic Counseling, our one-of-a-kind Low Vision Rehabilitation graduate certificate, Healthcare Quality and Safety, a Ph.D. in Rehabilitation Science, and a Master’s in Biomedical and Health Sciences which can be completed within eleven months. We offer Health Physics, our newest program. We offer all of these in addition to our many other well-established programs.

Our degrees and programs are fully accredited by their respective professional organizations. This means you will be eligible for licensure, national certification or registration, and enjoy being in high demand within the job market. Our first-time student exam pass rate on credentialing exams is an astounding 98 percent.

Several of our programs preside among the nation’s top 25 of the U.S. News and World Report including our bachelor’s degree in Health Care Management- ranked at number two, our master’s in Health Administration- ranked at number two, entry level Physical Therapy- ranked at number 19, Physician Assistant program- ranked at number 16 and Occupational Therapy- ranked at number 85. We continue to be rated at the top of the list in research funding from the National Institutes of Health, and SHP is the only school in the country to house both an NIH-funded Nutrition and Obesity Research Center and an NIH Diabetes Research and Training Center.

Graduating from SHP means you will have acquired an esteemed degree, enjoy choosing among a host of job options in health care, an industry that continues to grow rapidly, and be well-prepared to make a difference in your field.

Our alumni give advice to current students that is worth repeating: be a sponge, learn your craft, be a better professional for your patients, be open minded to future possibilities, and remember to have a healthy work/life balance. I look forward to seeing you grow in your respective field and watch as you become the professional we know you can be.

Harold P. Jones, PhD
Dean, UAB School of Health Professions
OVERVIEW OF THE SCHOOL OF HEALTH PROFESSIONS

A leader in federally funded research, the UAB School of Health Professions (SHP), is the largest academic institution of its type in the United States and currently boasts several nationally ranked programs. What began in the 1950’s as a collection of courses in various para-professional disciplines has grown into an internationally recognized center of academic excellence.

The SHP initially took shape in 1969 as UAB gained autonomy within the University of Alabama System. Originally christened the School of Community and Allied Health Resources (SCAHR), the school incorporated the School of Health Services Administration and the Division of Allied Health Sciences from the College of General Studies with parts of the Department of Public Health and Epidemiology from the medical school. An innovative facility designed to meet the growing needs of the health care industry, the SCAHR was divided into four academic divisions that functioned like regular academic departments: Health Services Administration, Public Health and Environment, Allied Health Sciences, and the Regional Technical Institute for Health Occupations.

Throughout the 1970’s and 80’s the school’s offerings were amended to reflect the changing health care industry. As a result of those changes, SCAHR became SPAH (the School of Public and Allied Health), before becoming SCAH (the School of Community and Allied Health), and then SHRP (the School of Health Related Professions). During that time, the school added several new areas of study including the consistently nationally ranked Nutrition Sciences program.

In 2001, Dr. Harold Jones was recruited to become the school’s dean. Through his visionary leadership and guidance the school has experienced a period of unparalleled success beginning with the SHRP’s reorganization and relocation. Up that point in time, the SHRP’s programs had been housed in various locations throughout the UAB campus but during the spring of 2002, many of the classrooms, laboratories and faculty offices moved into the newly completed School of Health Professions Building (SHPB), the first such building dedicated to housing those programs since their original grouping more than 30 years before.

Today the school is known as the School of Health Professions, and is comprised of more than 25 programs – at the baccalaureate, master’s and doctoral levels – across five academic departments: Clinical and Diagnostic Sciences, Health Services Administration, Nutrition Sciences, Occupational Therapy, and Physical Therapy. The school is housed in three buildings, the Susan Mott Webb Nutrition Sciences Building, the Learning Resource Center Building, and the SHPB.

With more than 2,100 faculty, staff and students, the SHP is one of the six schools comprising the world-renowned UAB Academic Health Center. Students are exposed to vast resources, state-of-the-art facilities, and progressive research during their academic and clinical education at UAB.

SHP is proud of many accomplishments including:
• U.S. News & World Report ranks several SHP programs in the nation’s top 25
• Research funding is rapidly approaching the $12 million level
• The school is at the top of the list in research funding from the National Institutes of Health for schools of its type and has been either first or second in funding received since 1969
• All of the school’s programs with professional accrediting agencies are fully accredited by those associations
The SHP Office of Student Recruitment, Engagement and Success (OSRES) supports UAB’s mission and values with a focus on achievement, collaboration and diversity and furthers the School of Health Professions’ mission to be a leader who is shaping the future of healthcare. OSRES’s mission is to recruit the best and brightest to SHP; develop students to impact the campus and communities; and graduate tomorrow’s healthcare leaders. Guided by this commitment OSRES provides support to all students through a number of programs including:

- Academic coaching
- Peer tutoring and Supplemental Instruction
- Career skills training
- Campus resource referral

The OSRES also coordinates the School of Health Professions Student Affairs Committee (SAC.) SAC is responsible for student activities, services, programs, organizations, policies and procedures consistent with the university’s non-academic conduct policies. Subcommittees of SAC include the following:

- Homecoming
- Orientation
- Student Activities
- Non-Academic Conduct Grievances

We understand that undergraduate and graduate studies can be challenging. Therefore, we provide students with a network of services specifically designed to address those challenges and explore the opportunities afforded by attending an internationally renowned research university. We have created a series of seminars to assist students with the following skill areas:

- Test taking strategies
- Time management
- Résumé preparation
- Interview skills and techniques
- Professionalism in health care

Additionally, the OSRES team recognizes that with classes and labs, internships, and studying, students in the health professions have particularly demanding schedules. In response, we bring resources to you and serve as liaison between us and campus student service areas. One of these programs is the OSRES Brown Bag Lunch Seminar Series. Each semester, campus representatives are available to provide information and answer questions.

The team at OSRES is here to support students and student groups. We have an open-door policy and encourage students to connect. Students should feel free to drop-by, no appointment needed –call 205-934-4194, email shp@uab.edu, or schedule a meeting. We are here to help students make the most of their UAB experience.
Section 1 – School and University Information

**ACADEMIC CALENDAR**

All dates related to registration, payments of tuition and fees, drop/add dates, other administrative requirements, and official school holidays are recorded on the UAB Academic Calendar available at [www.uab.edu/academiccalendar](http://www.uab.edu/academiccalendar).

**ACADEMIC HONOR CODE (UAB)**

The University expects the highest ethical and professional behaviors from the academic community. The code, including penalties for violations, is published on the UAB website at [http://www.uab.edu/graduate/area-3/online-orientation/227-the-uab-academic-honor-code](http://www.uab.edu/graduate/area-3/online-orientation/227-the-uab-academic-honor-code).

<table>
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<th>The UAB Academic Honor Code</th>
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<td>The University of Alabama at Birmingham expects all members of its academic community to function according to the highest ethical and professional standards. Students, faculty, and the administration of the institution must be involved to ensure this quality of academic conduct. Academic misconduct undermines the purpose of education. Such behavior is a serious violation of the trust that must exist among faculty and students for a university to nurture intellectual growth and development. Academic misconduct can generally be defined as all acts of dishonesty in an academic or related matter. Academic dishonesty includes, but is not limited to, the following categories of behavior:</td>
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<td>ABETTING is helping another student commit an act of academic dishonesty. Allowing someone to copy your quiz answers or use your work as their own are examples of abetting.</td>
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<td>CHEATING is the unauthorized use or attempted use of unauthorized materials, information, study aids, the work of others, or computer-related information.</td>
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<td>PLAGIARISM means claiming as your own the ideas, words, data, computer programs, creative compositions, artwork, etc., done by someone else. Examples include improper citation of referenced works, the use of commercially available scholarly papers, failure to cite sources, or copying another person’s ideas.</td>
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<tr>
<td>FABRICATION means presenting falsified data, citations, or quotations as genuine.</td>
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<tr>
<td>MISREPRESENTATION is falsification, alteration, or the misstatement of the contents of documents, academic work, or other materials related to academic matters, including work substantially done for one class as work done for another without receiving prior approval from the instructor.</td>
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<td>Violations of the UAB Academic Honor Code are punishable by a range of penalties, from receiving a failing grade on an assignment, to an F in the course, to dismissal. Any course grade of F for academic misconduct supersedes any other grade or notation for that class. Withdrawal from a course while a possible violation of the Academic Honor Code is under review will not preclude the assignment of a course grade that appropriately reflects the student’s performance prior to withdrawal if the violation is substantiated.</td>
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AskIT
AskIT is the technology help desk for faculty, staff, and students. AskIT staff provides free support via telephone, email, or in-person. AskIT is physically located in the Center for Teaching and Learning in the Education Building, room 238. You can make contact through the website at https://ask.it.uab.edu/ or by telephone at 205-996-5555. Questions or problems can also be submitted by email to ASKIT@uab.edu. You will be asked to supply your BlazerID when you request assistance.

Attendance
Class attendance is expected in all SHP programs. Specific program requirements for class, laboratory, and clinical site attendance may be more stringent than those established by the University. Please refer to the program requirements elsewhere in this handbook and in individual course syllabi for program attendance policies. The UAB policy for undergraduates follows. Please note the categories of excused absences; they typically apply to both undergraduates and graduates.

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<th>UAB Attendance and Excused Absence Policy</th>
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| The University of Alabama at Birmingham recognizes that the academic success of individual students is related to their class attendance and participation. Each course instructor is responsible for establishing policies concerning class attendance and make-up opportunities. Any such policies, including points for attendance and/or participation, penalties for absences, limits on excused absences, total allowable absences, etc., must be specified in the course syllabus provided to students at the beginning of the course term. Such policies are subject to departmental oversight and may not, by their specific prescriptions, negate or circumvent the accommodations provided below for excused absences.

The University regards certain absences as excused and in those instances requires that instructors provide an accommodation for the student who misses assignments, presentations, examinations, or other academic work of a substantive nature by virtue of these excused absences. Examples include the following:

- Absences due to jury or military duty provided that official documentation has been provided to the instructor in a timely manner in advance.
- Absences of students registered with Disabilities Services for disabilities eligible for "a reasonable number of disability-related absences" provided students give their instructors notice of a disability-related absence in advance or as soon as possible.
- Absences due to participation in university-sponsored activities when the student is representing the university in an official capacity and as a critical participant, provided that the procedures below have been followed:
  - Before the end of the add/drop period, students must provide their instructor a schedule of anticipated excused absences in or with a letter explaining the nature of the expected absences from the director of the unit or department sponsoring the activity.
  - If a change in the schedule occurs, students are responsible for providing their instructors with advance written notification from the sponsoring unit or department.
  - Absences due to other extenuating circumstances that instructors deem excused. Such classification is at the discretion of the instructor and is predicated upon consistent treatment of all students. In these instances, instructors must devise a system for reasonable accommodation including, for example, policies allowing for dropped exams/ quizzes, make-up exams, rescheduling of student classroom presentations or early or later submission of written assignments.
AWARDS AND HONOR SOCIETIES

All students in the School of Health Professions are eligible for consideration for following awards or society memberships.

Alfred W. Sangster Award for Outstanding International Student – This award is presented annually to an international student in recognition of his or her academic and non-academic achievements.

Alpha Eta Society – The UAB Chapter of this Society recognizes students registered in the final term of a baccalaureate or graduate health professions program. Inductees must have a cumulative grade point average of 3.0 (4.0 = A), and be in the upper 10% of their program. Nominations are made by program directors in spring and summer terms.

Cecile Clardy Satterfield Award for Humanism in Health Care – This award is made annually to recognize one outstanding student for humanitarianism, professionalism, and commitment to health care. Nominations are coordinated by program directors, but may also be made by faculty, students, patients, or preceptors.

Charles Brooks Award for Creativity – This award is made annually in recognition of creative accomplishments such as written publications or artistic contributions which complemented the student’s academic activities. Nominations are made by program directors.

Dean’s Leadership and Service Award – Presented to a maximum of three outstanding SHP students annually, this award recognizes leadership to the School, UAB, and the community. Nominations are made by program directors or faculty.

Phi Kappa Phi – This is the oldest, and most selective, all-discipline honor society in the nation. Membership is by invitation to the top 7.5% of junior students and the top 10% of seniors and graduate students. Nominations are made by program directors.

Who’s Who Among Students in American Colleges and Universities – Membership in this national organization is open to outstanding college juniors, seniors, and graduate students. Criteria include scholarship, leadership, and service to the School and community. Applications should be submitted in spring term to the Office of Student Recruitment, Engagement and Success.

Please refer to the program section of this handbook for awards and honors available to students in individual programs.

BACKGROUND CHECK

By policy, SHP students are required to undergo a background check using the school’s approved vendor, CastleBranch, at the time of program admission, and again prior to placement in a clinical rotation. Instructions for requesting the background check and appropriate consent forms will be provided to students by their programs. Please refer to the policy section of this handbook for the policy statement.
**BlazerID / BlazerNET / Email**

All students are assigned a unique identification, their BlazerID, which is established by the student at www.uab.edu/blazerid. BlazerNET is the official portal to the UAB information networks. The portal can be accessed from any Internet-accessible computer, on- or off-campus from the UAB home page www.uab.edu. To activate blazerid, select “Activate Accounts.” Your BlazerID is required to access BlazerNET and other campus information resources, such as your UAB email account. Your UAB email is the official communication medium and should be monitored routinely. UAB student email is provided through Microsoft Office 365, a cloud based email and file storage system. Students have 50 GB of email space and 25 GB of free file 1 TB storage.

**Blazer Express**

The UAB Blazer Express Transit System is a bus service operating under the Business & Auxiliary Services Department. The service provides transportation throughout the University campus. With a valid UAB ID badge, students, employees, and authorized visitors can enjoy fare-free bus transportation along 6 designated routes. All buses are ADA-accessible and can seat approximately 35 riders. For an updated schedule, route maps, and hours of operation please go to [http://www.uab.edu/blazerexpress/](http://www.uab.edu/blazerexpress/).

**Bookstores**

Two bookstores are located on the UAB campus, both offering a wide variety of products and services to students, including online purchasing and shipping. Both bookstores stock UAB memorabilia and college wear in addition to all required textbooks and course material.

*UAB Barnes and Noble Bookstore*

- Location: 1400 University Blvd, 35233
- Hours: M – F 9:00 a.m. – 5:00 pm.; Sat 7:00 a.m. – 6:30 p.m.; Sun --Closed
- Telephone: (205) 996-2665
- Email: Through website contact page.
- Website: [http://uab.bncollege.com](http://uab.bncollege.com)

*Snoozy’s Bookstore*

- Location: 1321 10th Avenue South
- Hours: M – F 7:45 a.m. – 6:00 p.m.; Sat 10:00 a.m. – 2:00 p.m.; Sun - Closed
- Telephone: (205) 328-2665  Fax: (205) 933-2229
- Email: info@snoozysbookstore.com  Website: [www.snoozysbookstore.com](http://www.snoozysbookstore.com)

**Campus OneCard**

The UAB OneCard is the official university identification card. It is used for personal identification, for entry to campus events and the recreation center, for library check-out, and other UAB services. It also serves as a declining balance card for the UAB meal plans and for Blazer Bucks accounts. Additional information is available at [www.uab.edu/onecard](http://www.uab.edu/onecard).
CAMPUS MAP
UAB’s campus map can be found at the following:
http://www.uab.edu/map/

CANVAS LEARNING MANAGEMENT SYSTEM
The Canvas Learning Management System is the platform used for managing instructional materials online. Canvas course sites can be accessed through BlazerNET or at http://www.uab.edu/online/canvas. Students should monitor their course sites routinely for communications from faculty and to manage course assignments.

COUNSELING SERVICES
The Counseling and Wellness Center offers no cost, confidential counseling for UAB students related to physical, emotional, social, intellectual, or spiritual concerns. The Center is located in Student Health and Wellness Center at 1714 9th Ave. S. For more information, call 205-934-5816 or visit: http://www.uab.edu/studenthealth/counseling

DIRECTIONS STUDENT HANDBOOK

DISABILITY SUPPORT SERVICES
The purpose of these services is to make UAB’s programs and services accessible to students with disabilities. Students must be registered with DSS and be assessed for type of disability and need for accommodations. It is best to register with DSS upon application to UAB. A request for assessment and accommodations can be made at any time, but accommodations are not granted retroactively. For more information about DSS, contact the office directly or visit their website.

Disability Support Services
(205) 934-4205 (Voice) (205) 934-4248 (TDD)
Fax: (205) 934-8170 Email: dss@uab.edu
Website: http://www.uab.edu/dss

DRUG SCREENING
By policy, SHP students are required to undergo a routine drug screen using the school’s approved vendor, CastleBranch, at the time of program admission and again prior to placement in a clinical rotation. Instructions for requesting the drug screen and appropriate consent forms will be provided to students by their programs. Please refer to the policy section of this handbook for the school and university policy statements related to drug use and substance abuse.
www.castlebranch.com
EMERGENCIES
Any suspicious or threatening activity should be reported to the UAB Police Department immediately. In addition to calling via a regular telephone, more than 300 emergency blue light telephones connected directly to the police dispatcher are located throughout the campus. Police are staffed 24 hours, seven days a week.

UAB Police Numbers: 911 from a campus phone; 934-3535; 934-HELP (4357); 934-4434.

Emergency situations affecting the campus are communicated to students in several ways:
- Webpage: www.uab.edu/emergency
- University home web page: www.uab.edu
- Cell phone messages and SMS text – register to receive these notices with the UAB Emergency Notification System (B-ALERT) via www.uab.edu/balert; text short code will be 23177 or 63079; cell phone calls will come from (205) 975-8000. Store these numbers and codes in your cell as B-ALERT.
- Mass emails – uses the official xxx@uab.edu email system
- Announcements on the BlazerNET portal
- Facebook and Twitter – B-Alert integrates with these media at www.facebook.com/UABALERT and @UABALERT: www.twitter.com/uabalert
- Weather and Emergency Hotline: (205)  934-2165

DIVERSITY, EQUITY AND INCLUSION
The mission of the UAB Office of Diversity, Equity and Inclusion is to “increase, retain and enhance faculty, student, and staff diversity at all levels of the University and to ensure equity.” UAB defines diversity as “the full range of human difference and potential...” This administrative office supports faculty recruitment, provides scholarships for graduate and undergraduate students, and promotes programs to enhance the campus diversity experience. The office provides a diversity awareness training program for employees. A key component of this Office is the Commission on the Status of Women, which is charged with assuring the best possible conditions for women who work and study at UAB. Additional information is available at http://www.uab.edu/equitydiversity/. Dr. Paulette Patterson Dilworth is the Vice President responsible for the activities of this Office.

FERPA
The Family Educational Rights and Privacy Act of 1974 provides protection for all educational records related to students enrolled in an educational program. Information about your rights and protection of your records is available at the following sites: https://sa.uab.edu/enrollmentservices/ferpa/; https://sa.uab.edu/enrollmentservices/ferpa/FERPA_students.asp. If you have questions or concerns about FERPA issues, you may email FERPA@uab.edu, or contact the SHP Office of Student Recruitment, Engagement and Success.

FINANCIAL AID
Located at 1700 University Blvd., Lister Hill Library, Room G20. Hours of Operation are from 8:00 am to 5:00 pm Monday thru Friday. Phone: (205) 934-8223; Fax: (205) 975-6168. Additional information can be located on the website http://www.uab.edu/students/paying-for-UAB.
**FOOD SERVICES**

UAB offers seven meal plans for students that are billed to the student’s account. All students, even commuters, are required to purchase a meal plan. Up to 25% of dining fees not used by the end of the school year are converted to Blazer Bucks, which can be used to shop at campus bookstores, local restaurants, and the campus CVS. Several dining facilities that accept the meal plans are available on campus. Those closest to the SHP buildings include:

- Commons on the Green – located on the Campus Green, just south of 9th Avenue and the Campus Recreation Center.
- Einstein’s Bagels – located at the plaza entrance to the Learning Resource Center. Hours vary per semester.
- Sandella’s—NEW to Lister Hill. Open Monday-Friday.

There are soda and snack vending machines available in the basement of the Learning Resource Center and on the 6th floor of the Webb Building. Additional information about meal plans and campus dining facilities is available at [www.uab.edu/dining](http://www.uab.edu/dining).

**GRADUATE SCHOOL**

The UAB Graduate School offers doctoral programs in 40 areas, eight post-master’s specialist programs, and master’s level programs in 51 areas. Most graduate programs in SHP are coordinated through the Graduate School and students must adhere to the Graduate School policies and procedures. Graduate School information for current students is available at [http://www.uab.edu/graduate/](http://www.uab.edu/graduate/).

**GRADUATION**

UAB offers two commencement ceremonies, one in the fall and one in the spring. All students must complete an application for degree six months prior to graduating. For more information and important deadlines please go to [http://www.uab.edu/commencement/degree-applications](http://www.uab.edu/commencement/degree-applications). SHP also offers its own graduation ceremonies for fall and spring.

**STUDENT HEALTH SERVICES AND MEDICAL CLEARANCE**

The University provides prevention, counseling, and treatment services to students through the UAB Student Health and Wellness located at 1714 9th Avenue South. The clinic is open from 8:00 a.m. – 5:00 p.m. Monday – Friday, but is closed between noon and 1:00 p.m. daily. Detailed information about services and operating practices is located on the SHS website at [www.uab.edu/studenthealth](http://www.uab.edu/studenthealth).

Appointments may be scheduled by calling 205-934-3581.

SHP students are required to receive medical clearance at the time of program admission. A secure web-based process using BlazerNET, UAB Student Health Services and Castlebranch, an external vendor, is used to document medical information and immunization records. Each student will have a personal account with Castlebranch for storage of required documents. More information is available at the Student Health and Wellness website [http://www.uab.edu/studenthealth/medical-clearance](http://www.uab.edu/studenthealth/medical-clearance).
HIPAA TRAINING
The Health Insurance Portability and Accountability Act includes significant requirements for protecting individual privacy of health information. All students in the School of Health Professions must complete an online tutorial and be tested on HIPAA regulations at the time of program admission. A BlazerID is required to access the training site, located at www.uab.edu/learningsystem. Compliance with the training requirement is monitored monthly. Students who have not completed the training are reported by name to the Office of Student Recruitment, Engagement, and Success for follow-up with the appropriate program director.

INSTITUTIONAL REVIEW BOARD FOR HUMAN USE (IRB)
Student researchers must comply with all requirements for protection of human subjects. Detailed information is available on the IRB website www.uab.edu/irb, including resources and services specifically for students. The brochure “IRB Guidance for Student Research and Class Projects” may be downloaded from this site as a PDF document.

INTELLECTUAL PROPERTY
Intellectual property refers to an asset that originated conceptually, such as literary and artistic works, inventions, or other creative works. These assets should be protected and used only as the creator intends. Training materials defining inventor status, patent criteria, and other intellectual property issues is available at http://www.uab.edu/research/administration/offices/OSP/Pages/Training.aspx.

LACTATION CENTERS
Through the work of the UAB Commission on the Status of Women, the University has provided several lactation centers for students, faculty, and staff across the campus. Locations of the centers are available at http://www.uab.edu/women/lactationcenters.

LIBRARIES AND LEARNING RESOURCE CENTER
UAB’s libraries house excellent collections of books, periodicals, microforms, and other media. The libraries have online remote access to catalogs and online collections. Customer services are extensive. All facilities have computers available for student use during regular hours of operation.

Learning Resource Center (LRC)
The School of Health Professions Learning Resource Center (LRC) is charged with providing a unique set of enterprise solutions that promotes a learning environment that is exciting, intriguing and innovative. Under the leadership of the LRC Director with direction from the SHP-LRC Executive Committee, LRC is responsible for all applications and systems that are provided centrally to support the school’s academic, administration, and research missions.

The LRC is designed to provide state-of-the-art, highly specialized services for SHP faculty, staff and students that includes:

- State-of-the-art media studio
- Audio/visual supp
- Information technology management of public, classroom and testing labs computers
HOURS OF OPERATION AND CONTACT INFORMATION

Monday-Thursday: 7:00 am-8:00 pm
Friday: 7:00 am-5:30 pm
Saturday: Closed
Sunday: Closed

Phone: (205) 934-5146
Fax: (205) 934-1190
Email: shplrc@uab.edu
Address:
1714 9th Avenue South, Birmingham, AL 35294

Birmingham Public Library
In addition to the main library facility, there are 17 branch libraries. The library holdings include print and digital media. Library services are described on the website.
Location: 2100 Park Place
Hours: M – Tu 9:00 a.m. – 8:00 p.m.; W – Sat 9:00 a.m. – 6:00 p.m.; Sun 2:00 p.m. – 6:00 p.m.
Telephone: (205) 226-3600
Website: http://www.bham.lib.al.us/

Lister Hill Library of the Health Sciences
This is the largest biomedical library in Alabama, and one of the largest in the south. Located across the crosswalk from the School, the LHL has extension libraries in University Hospital and The Kirklin Clinic. Dedicated librarians hold “office hours” in the Learning Resource Center weekly.
Location: 1700 University Boulevard
Telephone: (205) 934-2230
Website: www.uab.edu/lister/

Mervyn H. Sterne Library
A collection of more than one million items supporting teaching and research in the arts and humanities, business, education, engineering, natural sciences and mathematics, and social and behavioral sciences.
Location: 913 13th Street South
Telephone: (205) 934-6364 (Reference) (205) 934-4338 (User Services)
Website: www.mhsl.uab.edu

Reynolds Historical Library
A collection of rare and important books, manuscripts and artifacts in the medical sciences. The Reynolds historical collection is located on the top floor of the Lister Hill Library.

OneStop Student Services
If you have questions or need assistance with an academic or administrative process, the UAB OneStop is where to go! Advisers will help you solve your problem or do the legwork for you if another UAB resource is needed. OneStop is located in the Hill Student Center 1400 University Blvd. You may contact the OneStop office by phone or email at (205) 934-4300; 855-UAB-1STP; (855) 822-1787; onestop@uab.edu. Additional information is available at www.uab.edu/onestop.
**PARKING**
Student vehicles must be registered with UAB Parking and Transportation Services, located at 608 8th Street South. The office is open Monday – Friday from 7:30 a.m. – 5:00 p.m. Parking is allocated on a first-come, first-served basis. Commuter student lots are designated as Lot 15, Deck 12, and Deck 16. Parking fees are established by location, payable by semester or year, and are billed to the student’s account. Additional information is available at [http://www.uab.edu/parking/](http://www.uab.edu/parking/).

**PATIENT CARE PARTNERSHIP**
Students in health professions programs learn general information about the health care industry as well as knowledge and skills specific to their chosen profession. The American Hospital Association (AHA) ([www.aha.org](http://www.aha.org)) is an excellent resource for industry information. One role fulfilled by the AHA is that of patient advocate. The Patient Care Partnership brochure (link below) outlines rights and responsibilities of patients during hospital stays. [http://www.aha.org/aha/issues/Communicating-With-Patients/pt-care-partnership.html](http://www.aha.org/aha/issues/Communicating-With-Patients/pt-care-partnership.html).

**PLAGIARISM AND TURNITIN**
Plagiarism is academic misconduct that will result in a grade of zero on the plagiarized assignment and may result in dismissal from the School of Health Professions and the University (see DIRECTION Student Handbook or SHP Grievance Procedures for Violations of Academic Standards). All papers submitted for grading in any SHP program may be reviewed using the online plagiarism monitoring software, Turnitin.com. Please note that all documents submitted to Turnitin.com are added to their database of papers that is used to screen future assignments for plagiarism.

**RECREATION CENTER**
The campus Recreation Center, located at 1501 University Blvd, Birmingham, AL 35294, is open to faculty, staff, students, and their families. A valid student identification card or membership card is required for access. Facilities include basketball courts, racquetball courts, weight rooms, swimming pools, exercise rooms, and indoor track. Check the website for information about hours and services at [http://www.uab.edu/campusrecreation](http://www.uab.edu/campusrecreation).

**SCHOLARSHIPS**
Many programs in the School have scholarships available to currently enrolled students. Please see the program section of this handbook for that information. The following scholarships are available to students enrolled in any program in the School.

*Dean’s National Alumni Society Scholarship* – Funding from the UAB National Alumni Society for two scholarships per year, one to a graduate student and one to an undergraduate student. One student per program is nominated by the program director for consideration by the School’s Scholarship Committee.

*Ethel M. and Jessie D. Smith Endowed Nursing and Allied Health Scholarship* – Funding for baccalaureate students with GPA 3.0 or above and unmet financial need. Students apply to the UAB Office of Student Recruitment, Engagement and Success, SHPB 230.
**Lettie Pate Whitehead Foundation Scholarship** – Funding for female students from selected states (AL, FL, GA, LA, MS, NC, SC, TN) enrolled in SHP programs. Award amounts are variable and are based on unmet financial need. Students apply in the SHP Office of Student Recruitment, Engagement and Success, SHPB 230.

**Matthew F. McNulty Jr. Health Services Emergency Loan** – Students enrolled in any SHP program may apply for this low interest loan to address emergencies. Loan amounts are variable based on need. Students apply in the Office of Student Recruitment, Engagement, and Success, SHPB 230.

**SHP General Scholarship** – Funding to recruit or retain outstanding students. Awards are based on academic achievement, and unmet financial need. Program directors apply for funding on behalf of qualified students. Awards up to $4500 over the length of the student’s duration in the program are made by the School’s Scholarship Committee.

**SOCIAL MEDIA**

Social media such as Facebook and Twitter are useful communication tools, but health professions students should use these forums judiciously. In addition to the School’s official sites listed below, individual programs and student organizations may have networking sites.

- Website: [http://www.uab.edu/shp/](http://www.uab.edu/shp/)
- Twitter: [https://twitter.com/uab_shp](https://twitter.com/uab_shp)
- Facebook: [http://www.facebook.com/UABSHP](http://www.facebook.com/UABSHP)
- LinkedIn: [http://www.linkedin.com/groups?gid=3596638](http://www.linkedin.com/groups?gid=3596638)
- Vimeo: [http://vimeo.com/uabshp](http://vimeo.com/uabshp)
- YouTube: [http://www.youtube.com/uabshp](http://www.youtube.com/uabshp)
The School’s Academic Affairs Committee published the following guidelines related to use of social media.

### UAB School of Health Professions
### Guidelines for Social Networking

The Academic Affairs Committee proposes the following for social networking vehicles. Online communities like Facebook, MySpace, Flickr and Twitter provide opportunities for faculty, staff, and students to share and explore interests that enrich the higher education learning experience. However, using these mediums with discretion is advised. UAB online community members are expected to act with honesty, integrity, and respect for the rights, privileges, privacy, sensibilities, and property of others.

#### Professional Use
Only UAB employees authorized by their departments may use social networking Web sites to conduct University business. The authorized employee/position will serve as the point of contact for the web site. In keeping with University policy¹, the authorized employee may post on a social network profile: the University’s name, school, department, and/or unit information, a University email address or University telephone number for contact purposes, or post official department information, resources, calendars, and events. The employee should use care that any personal opinions or opposition to the University either by direct statement or perception not be published.

#### General Use
The following guidelines are strongly suggested:
1. Use networking sites legally and appropriately. Consider your personal obligation as a citizen of the university. Use proper conduct in your posts regarding the university and your colleagues/fellow students.
2. Consider the use of a student, staff or faculty member to monitor any departmental social pages. All parties need to understand the guidelines presented.
3. Remember, you cannot ensure who does and does not have access to your information. Any text or photo placed online is available to anyone in the world – even if you limit access to your site.
4. Information that you post online may continue to stay on the World Wide Web even after you erase or delete that information from your profiles or blog. Do not post anything that could reflect negatively on you, your family, your friends, and the university.
5. Do not post any confidential or sensitive information online.
6. By agreeing to the terms of use, online communities have your permission to republish your content worldwide and share information with advertisers, third parties, law enforcement, and others.
7. You are legally responsible for your posts on the social networking sites. Be discreet, respectful, and as accurate/factual as you can be in any comments or content you posted online.
8. Potential employers, admissions officers, and scholarship committees often search social networking sites to screen candidates. Your profile will be a part of how others know you.

Tuition and Fees

Tuition and fees for the University are published annually under the “Current Students” tab of the UAB website. There are two tuition rates: Alabama resident (in-state) and Non-resident (out-of-state). Currently, non-resident students who register for online course sections pay resident tuition for all lecture-based courses. Non-resident tuition is charged for clinical practicums, independent study courses, and project courses.

SHP programs may have specific fees attached to courses or laboratories. These fees will be addressed in the program section of this handbook. Questions about program-specific fees should be addressed with your program director. Current standard tuition and fees for the School, and links to program cost estimations, are posted at http://www.uab.edu/shp/home/admissions-tuition/tuition.

Payment deadlines for each semester are published on the official academic calendar and on the UAB website at http://www.uab.edu/whentopay/. Please note that failure to meet payment deadlines can result in administrative withdrawal from courses.

Tuition and fees may be paid through BlazerNET.

Weather

Severe weather situations that may affect the safety of students, faculty, and staff are communicated through the same channels as other emergencies. Severe weather precautions are published at http://www.uab.edu/emergency/preparedness. Other information sources include:

- Webpage: www.uab.edu/emergency
- B-ALERT system: Register to email, cell phone, and text notices with the UAB Emergency Notification System via; www.uab.edu/balert
- Hotline: (205) 934-2165
- WBHM Radio (90.3 FM): Announcements about University closings or delayed openings are made on the UAB radio station.

Withdrawal from Course / Program

Withdrawal from a course or from your program is an official process and should be discussed with your academic advisor and / or program director. Most programs in the School are full-time and the curriculums are specifically sequenced. Withdrawal from a course may put you at risk for being required to wait for a full year before resuming courses in the program. Course withdrawals are made through the UAB registration system via the Student Resources tab in BlazerNET. Program withdrawal should be made in writing to the program director. Please refer to the program section of this handbook for additional information.
SECTION 2 – SHP AND UAB POLICIES

SCHOOL OF HEALTH PROFESSIONS POLICIES

BACKGROUND CHECK AND DRUG SCREEN
http://www.uab.edu/studenthealth/medical-clearance/school-of-health-professions

GRIEVANCE PROCEDURES FOR VIOLATIONS OF ACADEMIC STANDARDS
http://www.uab.edu/shp/home/images/PDF/grievance_procedures.pdf

IMPAIRMENT AND SUBSTANCE ABUSE

PLAGIARISM
http://www.uab.edu/shp/home/images/PDF/Plagiarism_Policy.pdf
Please note that all papers submitted for grading in any SHP program may be reviewed using the online plagiarism monitoring software, Turnitin.com. All documents submitted to Turnitin.com are added to their database of papers used to screen future assignments for plagiarism.

UAB POLICIES

AIDS AND HIV INFECTION
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=252

ALCOHOLIC BEVERAGES, USE AND CONSUMPTION
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=71

ATTENDANCE / ABSENCE (UNDERGRADUATE)
http://catalog.uab.edu/undergraduate/progresstowardadegree/#enrollmenttext

BODY FLUID EXPOSURE
http://www.uab.edu/studenthealth/emergencies/blood-a-body-fluid-exposure

COMPUTER AND NETWORK RESOURCES (ACCEPTABLE USE)
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=4

COMPUTER SOFTWARE COPYING AND USE
**Drug Free Campus (General Policy)**
http://sppublic.ad.uab.edu/policies/content/Pages/UAB--POL-0000046.aspx

**Drug-Free Campus Policy for Students -Attachment A**
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=632

**Drug-Free Campus Policy for Students -Attachment B**
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=626

**Drug-Free Campus/Workplace Policy-Attachment B.1**
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=627

**Drug-Free Campus Policy for Students -Attachment C**
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=628

**Equal Opportunity and Discriminatory Harassment**
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=52

**Ethical Standards in Research and Other Scholarly Activities**
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=263&

**Firearms, Ammunition, and Other Dangerous Weapons**
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=257

**Immunization**
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=86&

**Non-Smoking**
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=110&

**Patent (Intellectual Property)**
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=115&

*Note: Additional university policies may be located by searching the UAB Policies and Procedures Library available online at [http://sppublic.ad.uab.edu/policies/Pages/default.aspx](http://sppublic.ad.uab.edu/policies/Pages/default.aspx).*
PHD PROGRAM OVERVIEW

The PhD program in Administration – Health Services is jointly sponsored by the Department of Health Services Administration in the School of Health Professions and the Graduate School of Management in the School of Business. The School of Business is accredited at both the undergraduate and graduate levels by the AACSB. There are not official accreditation bodies for Schools of Health Professions or for doctoral programs in health administration.

The program offers an interdisciplinary approach – advanced studies in the conceptual, philosophical, and applied aspects of administrative processes, within the context of health services – that makes it relatively unique among doctoral programs in the United States. The program’s interdisciplinary foundation is based on the active involvement of faculty members who are nationally recognized scholars in their field from a variety of departments across campus including the sponsoring schools as well as the School of Public Health, School of Medicine, and School of Nursing. Faculty members are actively involved in teaching, research, and service, and in many cases have ongoing funded research. It is worth noting that funded research is not an expectation among faculty members in the School of Business (as is true in most universities). The program also draws on the resources of campus wide centers, such as the Lister Hill Center for Health Policy, Center for Outcomes and Effectiveness Research and Education, and Center for Aging, to enhance the training environment of the program.

The program was founded in 1978 to provide effective educational, research, and consultation support for a health care environment that was undergoing profound changes. The primary purpose of the program is to improve health administration practice and policy through the generation and conduct of research in the management of health service organizations. The mission is accomplished through the education of individuals for academic positions, and for high-level analytical and research positions in non-academic organizations.

The program is designed as a full-time, residential program, and is typically completed in 3 to 6 years (mean completion time is 4.9 years), including the dissertation phase. Students with outstanding qualifications may be admitted on a part-time basis, but such cases are not common. Students spend two years completing core and specialization course work (typically 79 hours, including 6 prerequisite hours). The third year and beyond are spent preparing for comprehensive examinations, developing and defending a dissertation proposal, and writing and defending the dissertation. Students must pass comprehensive examinations in three areas (health care, quantitative and research methods, and their area of specialization) before submitting a dissertation proposal.

Our program provides doctoral level study and research programs for selected individuals with proven academic ability who wish to pursue advanced studies in the conceptual, philosophical, and applied aspects of administrative processes in health services. Students are recruited locally, regionally, nationally, and internationally.

The program’s curriculum is designed to provide students with the necessary tools to conduct research and contribute to the fields of health administration, health policy, strategic management, and/or health
services research. It consists of three parts: the core courses, research methods and quantitative methods courses, and specialization courses. There are two specialization tracks: Strategic Management and Health Services Research. The Strategic Management track is a “lock-step” program featuring a pre-set seven-course sequence designed to provide the student with a disciplinary foundation in strategy. The Health Services Research (HSR) track allows the student to create a more customized curriculum by selecting a seven-course sequence from a group of pre-approved courses or from courses approved by his or her “program committee” of faculty advisors.

Students are strongly encouraged to establish individual working relationships with faculty members early in the program in order to foster collaborative research resulting in publications and/or presentations at regional and national meetings. Student-faculty interaction is facilitated through a high faculty to student ratio, small class sizes, assignment of research assistants to one or two specific faculty members, and student and faculty attendance at frequent seminars and informal social gatherings.

The program is designed to prepare individuals for faculty positions and other types of research positions. Upon completion of the program, the student is expected to be a competent researcher. Students completing the program should be capable of the following:

1. Conducting and managing empirical and conceptual research.
2. Demonstrating high levels of expertise in a specialization.
3. Meeting the requirements for a faculty position in a department of health services administration or policy.
4. Performing well in a high-level research or policy-making role in a non-academic organization such as a corporation, non-profit institution, or a government agency.
5. Effectively communicating their ideas both orally and in writing.

In addition, recognizing that many of our graduates will find employment in academic settings, we offer students ample opportunities to develop their teaching skills. Doctoral students are often invited to provide guest lectures for master’s level courses, to serve as teaching assistants or graders for master’s level courses, and to serve as primary instructors for undergraduate courses. These opportunities exist in the School of Health Professions, School of Business, and School of Public Health.

**PROGRAM MISSION**

Believing that outstanding teaching and research are essential to the future of health care delivery in our nation and abroad, the Ph.D. Program in Administration - Health Services provides doctoral-level training to individuals who will be our future health care leaders in academic and non-academic research organizations.

We seek to recruit a diverse and talented group of national and international students who are attracted to careers in research and teaching. The educational experience in the Ph.D. Program is characterized by exposure to the various disciplines relevant to health administration and policy from across the university. Among the most relevant areas where coursework and mentor relationships may be
developed are health administration, business, public health, nursing, and medical sociology. Students are expected to work closely with selected faculty in one-on-one mentorship relationships both prior to and during the writing of the doctoral dissertation. These research experiences are expected to serve as a foundation for future research throughout their careers. Our alumni are partners with us in terms of advising and hiring our new graduates, providing feedback to the program, and conducting joint research with faculty associated with our program.

We seek to be a program internationally-recognized for excellence in attracting and graduating outstanding students from the U.S. and other countries. In serving the best interest of the State of Alabama and its citizens, we will manage the Ph.D. Program in a way that uses resources efficiently without jeopardizing the quality of the experience from the students’ perspective. Our graduates will be placed in academic and non-academic positions in Alabama, the nation, and the world.

DEGREE REQUIREMENTS

Program requirements include successful completion of the prerequisite courses, required Ph.D. coursework (including core courses, quantitative courses, and specialization courses), comprehensive examinations, a dissertation proposal, and a dissertation. A three paper dissertation option may be used instead of the traditional dissertation format. Specific program policies related to this option is provided in Appendix A.

ACADEMIC ADVISING: Upon entry into the program, the student uses the Director of the Program as their academic advisor. First year students should meet with the Director prior to registering for classes each term to ensure that they are meeting program requirements in a timely manner and that they are aware of any changes in the projected schedule of courses.

Students should also consult with the Director regarding preparations for comprehensive exams, selection of faculty members for Program Committees (for HSR students only), and selection of faculty members for dissertation committees. Academic advisors may change for the student after the first year.

It is the student’s responsibility to make appointments to meet with his or her academic advisor at least once per term.

CHRONOLOGY OF STEPS FOR DEGREE: Summary of the steps required for the doctoral degree in Administration – Health Services:

1. Admission to doctoral degree program.
2. Maintenance of good standing throughout program.
3. Completion of IRB Investigator Training during first two years of program.
4. Completion of first year of coursework.
5. HSR Students: Appointment of graduate study committee by June 1 of first academic year.
6. Eligible students may elect to sit for the health care comprehensive examination after 3 semesters.
7. Completion of second year of coursework.
8. Third year and beyond: must be enrolled for at least 1 credit hour per term. Students typically take “non-dissertation research” hours (AH 798), which carry no workload other than preparing for comprehensive exams and developing a dissertation proposal.
9. Passing of three comprehensive examinations (health care/health administration, research methods/statistics, and specialization area).
10. Selection of dissertation committee (5 members, no more than 3 from one department).
12. Admission to candidacy - no later than two regular terms before expected graduation. Must take a minimum of 12 hours of “dissertation research” hours (AH 799) before graduation. Can now be referred to as a “doctoral candidate.”
13. Application for degree - no later than two weeks into the expected term of graduation.
15. Final defense of dissertation – established each term by the Graduate School.
16. One copy of defended committee-approved version of thesis to Graduate School Office no later than 10 days after defense.
17. Conferring of degree.

CURRICULUM: Program requirements include successful completion of the prerequisite courses, required Ph.D. coursework (including core courses, quantitative courses, and specialization courses), comprehensive examinations, a dissertation proposal, and a dissertation. Students must be registered for at least one credit hour of an AH-prefix course each term.

Prerequisite Courses:
HA 602 Introduction to Health Care Systems
HA 632 Quantitative Methods
A healthcare finance course – or experience in healthcare finance

Core Courses:
HCO 701 Health Economics (3)
AH 710 Comparative Health Systems (3)
AH 705 Health Care Finance (3)
HA 605 Health Policy (3)
HCO 720 Health Insurance & Managed Care (3)
AH 720 Doctoral Seminar (8)

Quantitative Courses:
AH 703 Philosophy of Science (3)
AH 707 Research Methods (3)
AH 722 Regression Analysis (3)
NSM 777 Multivariate Statistics (3)
Elective course in quantitative methods or research methods (3)

Strategic Management Track Specialization Courses:
AH 706 Strategic Management Theory and Research (3)
AH 712 Research in Organizational Behavior (3)
AH 714 Marketing Strategy & Research (3)
AH 715 Research in Organization Theory (3)
AH 716 Macro-environmental Analysis (3)
AH 775 Strategic Planning/Health Care Strategy (3)
AH 780 Strategic Information Systems (3)
Health Services Research Track Specialization Courses:
7 course sequence selected by student with guidance from and approval of student’s Program Committee

Non-Dissertation Research Hours:
no specific requirement

Dissertation Research Hours:
12 hours, taken over at least 2 semesters

**COMPREHENSIVE EXAMS:** Students in the PhD Program in Administration – Health Services must pass three comprehensive examinations before they can be admitted to candidacy (i.e., before they will be allowed to defend their dissertation proposal). The three areas are:

- Health care and health administration
- Research methods and statistics
- Area of specialization (strategic management or health services research)

Students are eligible to sit for a comprehensive exam in a given area once they have completed the required courses for that area, and have obtained consent from the program director. The comprehensive exam questions for a given area are written by one or more primary faculty members from that area after consulting with other primary faculty members from that area as she/he/they deem(s) appropriate. Not all faculty members from a given area will necessarily write and grade the comprehensive exam.

Each comprehensive exams consists of two parts: a written examination (consisting of several questions), followed by an oral examination. Written exams are blind-graded (i.e., the professors do not know the identity of the student when they grade each written exam) when possible. The purpose of the oral exam is to provide an opportunity for the faculty to clarify the student’s answers to the written questions. Oral exams are usually given with 3 to 4 weeks after the written exam.

Approximately 4 to 6 weeks prior to a scheduled comprehensive exam, the program secretary will notify students and request responses from those students who wish to take the exam. Students must reply to these requests; if no students state their intent to take the exam, preparations will not be undertaken (having faculty write questions, arranging for an appropriate testing site, etc.) and the exam will not be available until the following scheduled date. For the health care and health administration and the research methods and statistics exams, if the exam has already been written and arrangements made, additional students may request to take the exam up to one week before the scheduled date, but such requests will only be granted on a space-available basis.

A maximum of eight hours (9:00 am to 5:00 pm) is allowed for the completion of the each of the health care and research/statistics exams. Students are allowed to take breaks as needed, including 30 minutes for lunch, but are not allowed to leave the testing building. At no time during the exam should students talk with each other or anyone else about the exam. The exams are “closed-book,” so the students may not consult any outside sources (papers, books, the internet, computer files, other people, etc.) during the exam. Compliance with the letter and spirit of all academic integrity policies of the program and the university is fully expected.
## Core Areas

<table>
<thead>
<tr>
<th>Health Care and Health Admin.</th>
<th>Research Methods and Statistics</th>
<th>Strategic Management</th>
<th>Health Services Research</th>
</tr>
</thead>
<tbody>
<tr>
<td>Once a year</td>
<td>Once a year</td>
<td>As Scheduled</td>
<td>As Scheduled</td>
</tr>
</tbody>
</table>

## Offered:

- Once a year
- Once a year
- As Scheduled
- As Scheduled

## Required Courses:

<table>
<thead>
<tr>
<th>Intro. to HC Systems</th>
<th>Quantitative Methods</th>
<th>Research in OT</th>
<th>Seven specialization courses as approved by student’s Graduate Studies Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Economics</td>
<td>Regression Analysis</td>
<td>Research in OB</td>
<td></td>
</tr>
<tr>
<td>Health Care Finance</td>
<td>Multivariate Analysis</td>
<td>Strategic Mgmt. Theory &amp; Research</td>
<td></td>
</tr>
<tr>
<td>Comparative Health Systems</td>
<td>Philosophy of Science</td>
<td>Macro-environmental Analysis</td>
<td></td>
</tr>
<tr>
<td>Health Insurance &amp; Managed Care</td>
<td>Research Methods</td>
<td>Strategic Planning &amp; Mgt in HC Orgs.</td>
<td></td>
</tr>
<tr>
<td>Health Policy</td>
<td>Quantitative/Research Elective</td>
<td>Mktg. Strategy &amp; Research</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Strategic Info Sys</td>
<td></td>
</tr>
</tbody>
</table>

## Primary Faculty:

<table>
<thead>
<tr>
<th>Amy Landry, PhD</th>
<th>Robert Weech-Maldonado, PhD</th>
<th>Larry Hearld, PhD</th>
<th>Graduate Studies Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nathan Carroll, PhD</td>
<td>Kristine Ria Hearld, PhD</td>
<td>Stephen O’Connor, PhD</td>
<td></td>
</tr>
<tr>
<td>Allyson Hall, PhD</td>
<td>Nataliya Ivankova, PhD</td>
<td>Nancy Borkowski, PhD</td>
<td></td>
</tr>
</tbody>
</table>

For each exam, arrangements are made for each student to have access to a computer that is equipped with a word processor (the disk drives and internet access have been disabled). Students with disabilities that prevent them from using a computer should make alternate arrangements with the program directors well before the scheduled exam. It is each student’s responsibility to save his or her
work to the hard drive throughout the 8 hour exam. Students may print out copies of their work, but must not leave copies of drafts where other students can see them. Students must turn in printed copies of their answers to the program secretary (or other designated person) by 5:00 pm.

Comprehensive exams for the specialization area are in the form of take-home, open-book exams. Students receive the question via email. They have five business days to write and turn in a paper which responds to the questions provided. At the time they receive the questions, students will be told of the deadline to turn in papers; late submissions will not be accepted and will result in a failing grade for the comprehensive exam. Students are expected to write their responses to the questions in the form of a research paper, complete with appropriate citations in APA format. However, students are not allowed to confer with any other person in writing their response. Compliance with the letter and spirit of all academic integrity policies of the program and the university is fully expected.

One grade of “pass” or “fail” will be provided for the entire exam in each of the three areas (i.e., one grade for both the written and oral components). That grade will be determined by the committee after the student has completed both the written and oral exams in that area. Students have only two opportunities to pass each comprehensive exam. Failure on the second exam will constitute a basis for dismissal from the program.

THE DISSERTATION

The successful completion of a dissertation is the final requirement for obtaining the Ph.D. degree once Candidacy has been achieved. The student is required to work on the dissertation under the guidance and supervision of a Dissertation Committee.

The dissertation, like other individual work that is assigned in the Program, must represent the student’s own effort. Jointly authored papers or otherwise collaborative work may not under any circumstance count toward satisfying the dissertation requirement. In fact, the submission of such collaborative papers or work in fulfillment of the dissertation requirement is a form of academic misconduct.

It is important, therefore, that whenever the dissertation is in any way related to a larger study or data collection effort two conditions be satisfied: the dissertation project must clearly represent a separate and distinct entity within the broader study or effort; and the project must be understood by all concerned to be the sole responsibility of the student, who is to work on it under the guidance of the Dissertation Committee. The dissertation is expected to make an original contribution to theory or methods. It is expected that every dissertation will be of sufficient quality to result in at least one published paper in a leading journal in the health field.

DISSERTATION COMMITTEE

A Dissertation Committee must consist of a least five members. The committee’s chair may hold a primary faculty appointment in the UAB Department of Health Services Administration (HSA) or may have a primary appointment in another UAB Department. No more than three members of the committee can be from any one department.

SPECIFIED DISSERTATION COMMITTEE ROLES

The chair is responsible for guiding and encouraging the Candidate's design and execution of an original, high quality, doctoral project. The chair is also expected to play a leading role in providing direction for the project. University faculty and staff who are not regular faculty members and qualified people from outside the University whose service on a Dissertation Committee would contribute significantly may be nominated to serve as special members on the committee. In making a nomination for a person to serve as a special member on a specific Dissertation committee, the nominee's expertise pertinent to
the dissertation topic must be detailed. Inclusion of curriculum vitae is strongly encouraged. Special members of a committee need not be employed by The University of Alabama at Birmingham and need not hold academic appointments.

**Dissertation Process**

Students are expected to proceed on their dissertation work according to the following sequence:

1. During the second year of the Program each student begins working with a faculty member of the student’s choosing on selecting and specifying a dissertation topic and identifying potential members for the student's Dissertation Committee.

2. The student submits to the Doctoral Program an abstract of the proposed dissertation topic, along with a proposed list of members for the student's Dissertation Committee.

3. The Dissertation Committee approves the proposal. Provided all other pertinent requirements (including IRB approval) are satisfied, the student at that point advances to Candidacy.

4. When the Dissertation Committee agrees that the student's dissertation is essentially completed, the final oral examination is scheduled. The final oral examination is not scheduled until each member of the committee concurs.

5. Once the student successfully passes the oral examination and obtains approval of any final corrections, the student should have thereby met all graduation requirements and is eligible to receive the Ph.D. degree upon completing a diploma application. Additional information on each of the above steps is provided in the sections that follow.

**Selection of Topic and Committee Membership**

In their second year in the Program, students are expected to work with a faculty member of their choosing in selecting a dissertation topic, refining it, and identifying potential members for the student's Dissertation Committee.

Once the topic is sufficiently well specified, the student should submit a 3-5 page abstract of the proposed dissertation topic and a proposed list of members for the committee to a faculty member willing to serve as chair. The abstract should describe the question to be addressed, its significance for health management theory and practice, and the approach that will be followed in addressing the question. Once the dissertation topic and the membership of the committee have been determined, the student will send a letter to the Program Director formally requesting that the committee be appointed by the Dean of the Graduate School. The specific content of that letter is described in the next section.

The letter to the Program Director requesting that the committee be appointed by the Dean of the Graduate School should list the membership of the proposed committee, providing for each member the academic rank, departmental affiliation, and role on the committee (i.e., chair, or member). Nominations of any special members should also be included and should provide the pertinent information to support the nomination. The letter should also briefly describe the dissertation topic. The Program Director will forward this information to the Dean of the Graduate School to formally appoint the committee. The committee is officially constituted when appointed by the Dean. Any changes in the membership of the dissertation committee must be approved by the Dean. Requests for change in committee membership should be sent by the student to the Program Director, with an explanation for the requested change. If the resulting composition of the Committee meets all relevant
criteria, the Program Director will request the Dean’s approval. Changes in status of any committee member, such as resignation or retirement from the University, will necessitate adjustments in the dissertation committee's composition if as a result of the change the committee's membership no longer has the requisite composition. Students are encouraged to consult with the Program Director about such changes in the committee members’ status. Every effort will be made to minimize the resulting disruption while still meeting the basic criteria and requirements for dissertation committee composition.

**Dissertation Proposal**

The student must prepare a dissertation proposal for formal approval by the dissertation committee. This document must be sufficiently specific and well-grounded to guide the actual conduct of the dissertation. Although it should be relatively brief, it must be substantial enough to serve as a contract between the student and the dissertation committee. Although an exhaustive literature review is expected to be included in the dissertation, the proposal need not include an exhaustive one, nor does the proposal need to be the equivalent of several chapters of the dissertation itself. In most cases the proposal can be less than 30 double-spaced pages in length.

Key elements of an acceptable proposal are:

1. One-page summary.
2. The problem, question, or hypotheses to be addressed.
3. Brief review of key literature relevant to the topic.
4. Importance of the topic and its contribution to health management.
5. Scope of the investigation: limitations and assumptions.
6. Constructs or model that underlies the investigation.
7. Data and methods to be used.

Whenever subsequent exploration of the topic results in the need to deviate substantially from an approved dissertation proposal, the changes should be formally approved by the dissertation committee. After the dissertation committee is satisfied that the proposal meets all committee and program expectations and the student has received IRB approval for his/her proposed research, the Program Director will send a letter to the Graduate School Dean requesting that the student be advanced to candidacy status.
**ORAL EXAMINATION**

The dissertation committee chair will inform the student when the committee considers the dissertation to be complete and the committee is ready to conduct the final oral examination. The student and the committee members should then schedule the examination. Faculty, graduate students and others will be invited to attend. During the oral examination, the student may be asked to reconsider certain aspects of the work done for the dissertation and to make certain changes or corrections in the document submitted. At the end of the examination, the chair will discuss the oral examination with the other members of the committee in private and inform the student of their assessment.

If a member of the committee is not able to attend the oral examination (either in person or via distance-supporting technology), the member must read the dissertation and abstract and submit their evaluations to the dissertation committee chair at least two working days before the examination. An absent member of the committee may also communicate questions to the chair to be discussed at the oral examination. The findings of the absent member must be incorporated into deliberations of the committee.

After the oral examination, the dissertation committee chair will notify the Program Director of the outcome of the examination. If the dissertation committee asks for changes or corrections in the dissertation, the student should make these and show them to the committee chair for approval. The committee chair in turn is responsible for returning to the Program Director the oral examination report with signed certification that all requested corrections have been completed. Once all requirements have been met, the dissertation committee chair will recommend to the Dean that the student be awarded the Ph.D. degree.

**THE THREE ARTICLE DISSERTATION**

The University of Alabama at Birmingham allows students to assemble three related research articles as a complete body of work for the dissertation instead of using the traditional approach to conducting a dissertation. The Doctoral Program in Administration – Health Services has specific policies governing this approach which are described in Appendix A.

**ENGLISH LANGUAGE PROFICIENCY**

All international students who have not lived in the United States or other English-speaking country for at least two of the last five years are required to take courses designed for non-native English speakers offered by the UAB Graduate School Professional Development Program. A list of available courses can be found on the Graduate School Professional Development Courses web site.

Students are required to take at least one course per term until they demonstrate proficiency in English, as determined by the program director.

**HEALTH SERVICES RESEARCH PROGRAM COMMITTEES**

All students in the Health Services Research (HSR) track must select a Program Committee to guide them in selecting an appropriate array of courses to fulfill their specialization requirements. This committee should consist of three faculty members, one of whom must be from the Department of Health Services.
Administration. The other two faculty members of the committee may be selected from any department or school within UAB, although each faculty member selected for the committee must hold an appointment in the UAB Graduate School. Faculty members should be selected based on their ability to help the student craft a curriculum that will enable the student to develop the skills and knowledge needed for the student’s area of research interest.

In addition to advising the student on selection of courses, the faculty members of the committee will be asked to write and grade questions for the student’s specialization comprehensive examination upon completion of the student’s coursework. However, participation on a student’s Program Committee in no way obligates a faculty member to serve on the student’s dissertation committee.

It is the student’s responsibility to ask faculty members to serve on his or her Program Committee, although students should seek advice from their primary advisor prior to approaching potential committee members. The student’s advisor will provide a copy of the “Rules and Expectations of HSR Program Committees” (see Appendix B) for the student to share with the potential Program Committee members.

Once three faculty members have been selected and agreed to serve on a committee, the student must submit the HSR Program Committee Form to the program secretary (see Appendix C). The form must contain the signatures of the student, each of the faculty members who have agreed to serve, and the student’s primary academic advisor.

All HSR students must select their Program Committee and submit the HSR Program Committee Form to the program secretary by June 1 of their first academic year.

**INSTITUTIONAL REVIEW BOARD TRAINING**

All students are required to complete the four-hour Institutional Review Board (IRB) Investigator Training course offered through the UAB Office of Research Administration prior to submitting a dissertation proposal or participating in any type of research activities. Therefore, it is highly recommended that students complete this training during their first academic year.

The objectives of the course are as follows:

- Provide an introduction to behavioral and biomedical research ethics.
  - To discuss the history of human subject research including “The Common Rule,” The Nuremberg Code and The Belmont Report, and current Federal Regulations.
  - To distinguish and apply various Federal Regulations including international principles.
  - To clearly define human subject protection and human subject research.
- Provide up-to-date institutional policies regarding human subject research.
  - To define and provide information regarding UAB’s Multiple Project Assurance (MPA). (Including current FWA policies).
  - To provide information regarding Principal Investigator’s responsibilities; information regarding the IRB’s Responsibilities; and the Institution’s responsibilities.

The IRB offers Investigator Training on-line through the University of Miami CITI Human Subjects Research Education Program. The online training should take between three and six hours, depending on the speed you progress through the material as well as the speed of your internet connection (you may want to do it from campus to take advantage of the network speed). However, you do not have to complete the course all at once -- each module may be completed at different times.
After you have completed the entire course, you will need to complete the Verification of CITI Training Memo. Your scores will be sent to UAB and the IRB office will issue a Certificate of Training.

It is your responsibility to provide a copy of your Certificate of Training to the program secretary. This certificate must be in your file before you will be allowed to schedule a dissertation proposal defense.

**WAIVING COURSES**

There may be some courses in the curriculum that a student has completed during previous graduate coursework. For that reason, the program allows students to petition to waive a course based on previous academic work. Each waiver must be approved by the program director.

To initiate a petition to waive a course, the student should obtain a Course Waiver Form from the program secretary. The completed form, along with documentation of the previous coursework, must be submitted to the program director. Appropriate documentation of previous coursework includes a course syllabus, detailed course description from a published source (e.g., a printed or on-line graduate catalog from the university where the course was taken), or textbook used.

Petitions to waive a course must be submitted to the program director at least six weeks prior to the beginning of the term in which the course to be waived is offered.

No student will be allowed to waive more than three courses in the PhD curriculum.

**ASSISTANTSHIP STANDARDS**

Each year a limited number of research assistantships are awarded on a competitive basis. These positions provide a monthly stipend, as well as tuition and most fees, and carry an obligation of 20 work hours per week.

Research assistants are assigned by the Program Director to work with faculty members in the School of Business and/or the Department of Health Services Administration in order to facilitate the development of the students’ own research skills and to provide research support to the faculty.

Assistantships are typically awarded to incoming students for a period of one year, and may be renewed after the first year based on satisfactory work and academic progress in the program, contingent upon available funds. Research assistants are formally evaluated by the faculty members for whom they work once each year. In addition, faculty members are encouraged to communicate regularly with the program directors concerning the quality of work completed by the research assistants.

Research assistants must register for, and complete, at least thirty-two (32) semester hours of approved graduate work each year. Students will be responsible for all tuition and fees if they withdraw from the Graduate Assistantship Program after the published withdrawal deadlines for any term. Research assistants may not engage in other remunerated activities either on campus or off campus. Exceptions to this rule are rare and must be approved in writing by the Program Director and the Graduate Dean.

Appointments as a Graduate Assistant normally end on August 31. If recommended by the Program Director and approved by the Graduate Dean, the appointment may be renewed for a subsequent year. However, the total duration of a Graduate Doctoral Assistantship is usually for up to two (2) years.

Soon after the end of the Assistantship year, each research assistant must provide the program director with a report on his or her activities as a research assistant.

**TYPICAL TWO-YEAR COURSE SCHEDULE:** Two-year course schedules are shown in Appendix D for both the Strategic Management and Health Services Research Track.
DOCTORAL PROGRAM IN ADMINISTRATION - HEALTH SERVICES

THREE PAPER DISSERTATION OPTION

Students may elect to write a three-paper dissertation, as an alternative format to the traditional monograph. The following specific rules apply to the three-paper option. These are in addition to the existing rules established by the Graduate School at the University of Alabama at Birmingham (UAB).

1. Overview

A three-paper dissertation will contain three papers in academic-journal format, with a brief introduction (about 10 pages) placing them in context. The papers must be viewed by the dissertation committee as potentially publishable, that is, ready or nearly ready for submission to a reputable peer-reviewed journal. The three papers should be thematically linked and reflect a trajectory of work with depth of inquiry in a common area without considerable overlap in the material covered in the papers. The candidate’s committee (or chair) will have the final say as to whether or not the three-paper model is appropriate.

2. The proposal stage

Choice of option: A student planning to pursue a dissertation project in a three-paper format should indicate this in the letter requesting the formation of the dissertation committee. The choice to adopt the three-paper approach must be announced as part of the dissertation proposal, and the proposal must be organized accordingly.

Content of proposal: in addition to the usual requirements, a proposal for a three-paper dissertation must outline the three papers, explaining:

- What question each paper will address
- What method and data source each paper will use
- What general type of journal will be targeted for each paper (e.g. strategic management, healthcare policy, healthcare management, health services research)

In addition, any authorship issues should be explained, for example if one of the proposed papers will be jointly written with others, or result from a team project. The aim is to assure that the student has truly identified unique questions and analyses that are distinct from the larger project. This is not intended to pre-specify co-authorship. It is possible that the design of later papers is contingent on results of earlier ones, making it difficult for students to pre-specify methods or journal choices up front. In this case the committee may view it as sufficient for the student to outline a general analytic strategy for handling different outcomes of initial analyses.

University of Alabama at Birmingham faculty input: An article published before the proposal hearing will not be acceptable as part of the proposed dissertation. This rule is intended to protect the supervisor-advisor interchange as an important component of the dissertation process and the student development activity. Therefore, articles already submitted, accepted or published before the proposal defense are not acceptable. If the committee is not satisfied with the quality of the articles, the student must continue to make improvements to satisfy the committee.
3. Preparation of papers

Type of paper: Each paper must report on original scholarship. One of the papers may consist of a literature synthesis which leads to specification of a conceptual framework for addressing a research question or questions.

Content of paper: Each paper must also contain the information that would allow it to be read separately and still make sense. Each paper should have its own methods section and its own list of references. In addition, each paper should include a separate literature review focused on the specific question addressed by that paper (in contrast to the single literature review chapter often found in monograph dissertations).

Format of papers: Prior to the defense, the student must specify a target peer-reviewed journal for each and format each accordingly (e.g. write more on "policy implications" for a paper aimed at a policy journal, more on methods for a methodologically-oriented journal). This will make it easier for faculty to evaluate publishability.

Relationship among papers: It is required that the papers be related to each other, for example in terms of addressing a common question and/or considering a common theoretical and policy context. It is recommended that the papers are also related by using a common dataset or applying a common methodology. This requirement ensures a similar depth of scholarship and attention to the nuanced formulation of meaningful new contributions to social policy research and analysis required in all dissertations. However, it must be kept in mind that the papers will have no overlap that would preclude their publication as individual works.

Length: In general, each paper would be expected to be about 25 to 30 double spaced pages, excluding tables and references.

Co-authorship: In collaborative research, persons other than the student often make contributions which would, in some disciplines or journals, qualify them for co-authorship on a paper. For purposes of the dissertation document, these persons will not be listed as co-authors, but acknowledged on the 'Statement of Contributions' (see below) and in a footnote on the relevant paper(s). This does not preclude subsequent recognition as co-authors in papers submitted after the defense, depending on the conventions of the relevant discipline or journal and the understandings among co-contributors.

4. Preparation for the defense

In preparing for the defense, the PhD candidate should prepare the following, and distribute them to both the dissertation committee:

The dissertation document. This should include the following:

- An introduction of at least 10 pages which summarizes the three papers.
- The papers themselves
- a synthetic section at the end that addresses implications for practice and research, in non-technical terms, to the extent not already addressed in the separate papers
- Any additional material which would not usually be part of a journal article (e.g. a survey instrument) but which the dissertation committee deems relevant.

Statement of contributions. The student will prepare a statement specifying his/her role and those of others in selecting study questions, designing the analyses, identifying appropriate methods, analyzing the data and writing and reviewing the papers. This statement will be signed by each contributor named.
Dissemination plan. This form will specify a target peer-reviewed journal for each of the three papers. For each paper, the student is required to obtain a signature from a faculty member with experience publishing in or reviewing for the target journal (or other similar ones). The faculty member will sign a statement to the effect that in his/her opinion, the paper is potentially publishable in the journal selected. (The form should have all needed signatures by the conclusion of the defense).

5. Evaluation by dissertation committee

In addition to the usual criteria, for three-paper dissertations, the dissertation committee must consider the following:

- Extent of the student’s contribution. The committee should be persuaded that the student played the primary role in the formulation and write-up of the research for all three papers. For example, if a faculty member provided the data, selected the methodology and directed the analyses, the student’s role may not meet the required standard of independence.
- Eventual publishability of the three papers. The committee should only approve the dissertation if it feels that the three papers are potentially publishable, that is, ready for submission to peer-reviewed journals. Faculty endorsement of the Dissemination Plan will be relevant for this.
- University of Alabama at Birmingham faculty input and papers published before the final defense are acceptable as described below. In some cases, one or more of the papers may have already been accepted or published by a peer-reviewed journal at the time of the defense. While this satisfies the publishability criterion, the committee will still need to evaluate the paper(s) in light of the other criteria.

6. Admissions and Policy Committee Oversight

During the first four years after the three-paper option becomes available, the Admissions and Policy Committee will exercise some additional supervision of these dissertations to evaluate how well the option is working. This supervision will involve collecting information about experience with three-paper dissertations and reporting back periodically to faculty. The report will include discussion of any problems identified with this option, and proposed solutions. The Committee will develop the specific approach to evaluating this option.

7. Journal submission before the defense

Some students may wish to submit papers to journals before the dissertation defense (for example, if delay reduces publishability of results). This is acceptable but will require the approval of the dissertation committee, after reviewing the paper and the statement of contributions. If the committee feels it necessary, it has the option of holding a 'mini-defense' on that/those paper(s) before approving submission to a journal.
RULES AND EXPECTATIONS OF
HEALTH SERVICES RESEARCH PROGRAM COMMITTEES

All students in the Health Services Research (HSR) track must select a Program Committee to guide them in selecting an appropriate array of courses to fulfill their specialization requirements. This committee should consist of three faculty members, one of whom must be from the Department of Health Services Administration. The other two faculty members of the committee may be selected from any department or school within UAB, although each faculty member selected for the committee must hold an appointment in the UAB Graduate School. Faculty members should be selected based on their ability to help the student craft a curriculum that will enable the student to develop the skills and knowledge needed for the student’s area of research interest.

In addition to advising the student on selection of courses, the faculty members of the committee may be asked to write and grade questions for the student’s specialization comprehensive examination upon completion of the student’s coursework. However, participation on a student’s Program Committee in no way obligates a faculty member to serve on the student’s dissertation committee.

It is the student’s responsibility to ask faculty members to serve on his or her Program Committee, although students should seek advice from their primary advisor or the program director prior to approaching potential committee members. The student’s advisor or the program director will provide a copy of this document for the student to share with the potential Program Committee members.

Once three faculty members have been selected and agreed to serve on a committee, the student must submit the HSR Program Committee form to the program secretary. The form must contain the signatures of the student and each of the faculty members who have agreed to serve.

All HSR students must select their Program Committee and submit the HSR Program Committee Form to the program secretary by June of their first academic year.
HEALTH SERVICES RESEARCH TRACK
PROGRAM COMMITTEE SELECTION FORM

Student’s Name:

Year of Entry into Program:

Briefly state area of research interest:

I agree to serve on this student’s Program Committee to guide him/her in the selection of at least 7 courses to fulfill his/her specialization requirement for the Health Services Research track of the PhD Program in Administration – Health Services. I understand that in agreeing to serve on this committee, I also agree to participate in the writing and grading of a comprehensive exam for this student. I also understand that participation in this committee does not obligate me to serve on this student’s dissertation committee.

<table>
<thead>
<tr>
<th>Faculty member’s name (printed)</th>
<th>Department</th>
<th>Signature</th>
<th>Date</th>
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Student’s signature

Date

Advisor’s signature

Date

____________________________

____________________________
TYPICAL TWO-YEAR COURSE SCHEDULE – STRATEGY TRACK

First Year

Fall
HA 602 Introduction to Health Care Systems (3)*
HA 632 Quantitative Methods (3)*
AH 701 Administrative Theory
AH 705 Health Care Finance (3)
HCO 701 Health Economics (3)
AH 720 Doctoral Seminar (2)
* denotes prerequisite; may be waived based on prior coursework or qualifications

Spring
AH 710 Comparative Health Systems (3)
HA 605 Health Policy (3)
HA 637 Leadership (3)
AH 722 Regression (3)
AH 720 Doctoral Seminar (2)

Summer
AH 715 Research in Organization Theory (3)
NSM 777 Multivariate Statistics (3)

Second Year

Fall
AH 706 Strategic Management Theory and Research (3)
AH 703 Philosophy of Science (3)
AH 712 Research in Organizational Behavior (3)
AH 714 Marketing Strategy & Research (3)
AH 720 Doctoral Seminar (2)

Spring
AH 707 Research Methods (3)
AH 716 Macro-environmental Analysis (3)
AH 775 Strategic Planning/Health Care Strategy (3)
AH 720 Doctoral Seminar (2)

Summer
AH 798 Independent Study (3)
AH 780 Strategic Information Systems (3)

Research/Statistics Elective
Strategy students must take at least one course (3 credit hours) of a research or statistics elective that is approved by the Program Directors. A number of courses in the Departments of Biostatistics, Sociology, Health Behavior, and Psychology, and in the School of Business satisfy this requirement.
# TYPICAL TWO-YEAR COURSE SCHEDULE – HEALTH SERVICES RESEARCH TRACK

## First Year

### Fall
- HA 602 Introduction to Health Care Systems (3)*
- HA 632 Quantitative Methods (3)*
- AH 701 Administrative Theory
- AH 705 Health Care Finance (3)
- HCO 701 Health Economics (3)
- AH 720 Doctoral Seminar (2)

* denotes prerequisite; may be waived based on prior coursework or qualifications

### Spring
- AH 710 Comparative Health Systems (3)
- HA 605 Health Policy (3)
- HA 637 Leadership (3)
- AH 722 Regression (3)
- AH 720 Doctoral Seminar (2)

### Summer
- NSM 777 Multivariate Statistics (3)
- Specialization elective (3)

## Second Year

### Fall
- AH 703 Philosophy of Science (3)
- AH 720 Doctoral Seminar (2)
- Specialization elective (3)
- Specialization elective (3)

### Spring
- AH 707 Research Methods (3)
- AH 720 Doctoral Seminar (2)
- Specialization elective (3)
- Specialization elective (3)

### Summer
- AH 798 Independent Study (3)
- Specialization elective (3)
- Specialization elective (3)
Specialization Electives – Health Services Research Track

HSR students are required to take 7 courses (21 credit hours) of HSR electives to complete their specialization. By the end of their first year, each HSR student must have named a 3-faculty member program committee to help him/her select an appropriate array of courses for his/her area of interest. Students may select from the list of courses below as well as other courses on campus, but the entire program of study must approved by the student’s program committee.

HCO 703 Public Health Policy (3)
HCO 675 Improving Health Care Quality & Outcomes (3)
HCO 693 Policy and Analysis: Modeling and Simulation (3)
HCO 694 Policy and Analysis: Special Problems (3)
HCO 721 Decision Analysis for Public Health and Medicine (3)
HCO 722 Cost-Effectiveness Analysis for Public Health and Medicine (3)
EPI 610 Principles of Epidemiologic Research (3)
EPI 625 Quantitative Methods in Epidemiology (3)
EPI 709 Theoretical Basis of Epidemiology (3)
SOC 711 Qualitative Research (3)

Research/Statistics Elective

HSR students must take at least one course (3 credit hours) of a research or statistics elective that is approved by the Program Director. A number of courses in the Departments of Biostatistics, Sociology, Health Behavior, Psychology, and in the School of Business satisfy this requirement.