

8. DIVISION OF HEALTH SERVICES RESEARCH & POLICY

8.1 Introduction

Welcome! Health Services Research and Policy (HSRP) is one of four Divisions in the School of Public Health. Each Division manages and administers various degree programs and academic majors. The Division of HSRP offers three degree programs in two majors:

- Masters of Public Health in Public Health Administration and Policy (PHAP).
- Masters degree in Health Services Research, Policy, and Administration (HSRP&A).
- Doctoral degree in Health Services Research, Policy, and Administration (HSRP&A).

It is important to understand these distinctions because policies and requirements vary by degree and program.

Students in the PHAP program are strictly School of Public Health students, and their MPH degree and regulations and requirements associated with it, including tuition rates, are controlled by the SPH.

Students in the MS or Ph.D. programs in HSRP&A have dual association with SPH and the Graduate School. HSRP&A students are required to adhere to Graduate School regulations and benchmarks, and pay tuition based on the Graduate School rates, yet are also considered part of the SPH.

STUDENT MAILBOXES AND STUDY AREA

All division students have a mailbox in room D367 Mayo and should check it frequently for information. Students can contact any member of the HSRP coordinator staff for the door combination.

A student study area with computers is located in D367 Mayo.

Student address, phone number, or e-mail changes, should be reported to any of the HSRP coordinator staff (Maureen Andrew, Shannon Hofmann, or Eric Hart).

8.2 Joint/Dual Degree and Collaborative Programs

The Division of Health Services Research and Policy offers the following joint/dual degree and collaborative programs. These programs contain some coursework that is shared with the partner degree, thus permitting the student to complete two degrees in less time than if pursued separately. Students must apply for admission and acceptance to each program separately. Admissions requirements including entrance exams may vary by program.

JOINT DEGREE IN LAW, HEALTH AND LIFE SCIENCES

Joint Degree in Law, Health and the Life Sciences with a JD in Law and one of the following:

- MPH in Public Health Administration and Policy.
- MS in Health Services Research, Policy, and Administration.
- PhD in Health Services Research, Policy, and Administration.

The joint degree requires separate applications to the Law School, which includes completion of the LSAT entrance exam and either the:

- Graduate School with completion of the GRE entrance exam for the MS and PhD programs in HSRP&A;
or
- School of Public Health with completion of the GRE or LSAT.

This joint degree trains experts in the legal, ethical, and policy problems posed by health services in the 21st century. Our students will become leaders in areas such as managed care and health policy, intellectual property issues in biotechnology, law and policy. Students in the joint program will be able to obtain a JD together with an MPH, MS, or PhD in less time and with more academic support than if both degrees were pursued separately. The program presents an on-going speaker's series, colloquia, and other meetings to draw scholars to campus. Students will also be able to take advantage of the close relationships that are being built between the program and practicing attorneys, policy makers, researchers, and business people.

The Joint Degree in Law, Health, and the Life Sciences involves roughly 300 faculty members from the Law School, Graduate School, Medical School, School of Public Health, College of Biological Sciences, College of Natural Resources, Humphrey Institute, and Center for Bioethics. For more information see www.jointdegree.umn.edu.

MASTER'S OF PUBLIC POLICY AND MASTER'S OF HEALTH SERVICES RESEARCH, POLICY AND ADMINISTRATION (HSRP&A) JOINT DEGREE

The MPP/MS joint degree program requires separate applications to the Humphrey Institute of Public Affairs for the MPP degree and HSRP. Completion of the GRE entrance exam is required for admission to both programs.

The Joint MPP and MS combines the skill and knowledge sets of public policy and health services research, policy and administration. The joint curriculum prepares graduates with the skills necessary to carry out research, formulate policy options, carry out sophisticated empirical studies, analyze results, shape and implement policies, evaluate policies once implemented, and work effectively in the public arena. The joint degree contains some shared coursework that allows the student to complete both degrees in less time than it would take to complete separately.

MEDICAL DEGREE AND PHD IN HEALTH SERVICES RESEARCH, POLICY AND ADMINISTRATION

In the joint MD/PhD program requires separate applications and acceptance to both the Medical School and HSRP. Medical School requires the completion of the MCAT entrance exam. See the Medical School website for more information at mdphd.med.umn.edu/index.html.

To fulfill the requirements of this joint degree, students complete their first two years of Medical School prior to entrance into the PhD program in HSRP&A. Upon completion of the PhD in HSRP&A, the student returns to Medical School to complete their coursework and residency.

MPH IN PUBLIC HEALTH ADMINISTRATION AND POLICY AND MS IN NURSING

This dual MPH/MS degree program combines coursework of the School of Public Health and the School of Nursing. Applicants apply separately for admission to each program. For further information contact Carol O'Boyle in the School of Nursing at oboyl002@umn.edu or 612.624.9659, or either of the HSRP Coordinators: Shannon Hofmann at 612.625.9480, hofma003@umn.edu or Maureen Andrew at 612.624.9432, andre031@umn.edu.

DOCTORAL PROGRAM IN OCCUPATIONAL HEALTH SERVICES, RESEARCH AND POLICY

This PhD program is a collaboration between the divisions of Environmental and Occupational Health, and Health Services Research and Policy within the School of Public Health, at the University of Minnesota.

The program's dynamic curriculum integrates statistics, research design, sampling, survey methodology, economics, occupational and environmental epidemiology, toxicology, exposure assessment, and policy.

Students in this collaborative program major in one Division, and minor in the other. For example, a student who majors in the doctoral program in HSRP&A would minor in Environmental and Occupational Health. This minor is individually tailored to the particular needs and objectives of the student.

MINOR PROGRAMS

Students in other majors may minor in Health Services Research, Policy & Administration. The HSRP&A minor will be individually tailored for each student.

8.3 Division Travel Policy for HSRP&A Students

Students who travel on HSRP business while employed as an RA, whose travel is a benefit of a training grant, or if a travel grant is available, are entitled to have certain expenses reimbursed according to the University travel policy.

GENERAL RULES OF THUMB FOR TRAVELING

Following are some general guidelines for travel expenses and reimbursements for students receiving travel funds:

- Read the University of Minnesota's current travel policy on the Travel Services website at <http://purchasing.umn.edu/travelstuff/travelmap.html>. Rates are often dictated by IRS rules and change frequently.
- Work with a Division secretary to make travel arrangements. The secretary is aware of travel policies and may be able to minimize the amount and timeframe of your out-of-pocket expenses, as well as find ways to keep costs within the limit. In many cases, the secretary can make airline and hotel reservations, and pay conference registration fees.
- Travel must be completed before expenses are reimbursed to the traveler.
- There are no travel advances.
- Students will be responsible for all meal and ground transportation (bus, taxi, airport parking) expenses.
- The Division can only reimburse meals up to daily limits set forth by the IRS. Meals do not include ground transportation; see below.
- Original receipts are needed for reimbursement of all expenses. The Division will need to keep the original receipts for its records so students should make copies of the receipts they need before submitting them.

Meals

Meals are the most complicated expenses to reimburse so please note the following:

- Alcoholic beverages CANNOT be reimbursed.
- Receipts are required for reimbursement.
- The amount that can be reimbursed for meals is limited, please be aware of the limits explained below and plan accordingly.
- There is a per diem cap on the amount of money that can be reimbursed for food on any given day. This cap varies from city to city. To find out what the cap is for the city visited, go to purchserv.finop.umn.edu/travelstuff/PerDiemRates.html. Students who spend more than the per diem cap will not be reimbursed for the amount that exceeds the per diem (regardless of how much is spent on other days). Students will only be reimbursed for actual meal expenses for which they have a receipt.
- Students who eat with a group (other HSRP students, etc.), should get a receipt for each member of the party or at least note in the reimbursement request who has the original receipt. The group meal expense will be divided evenly among those in the party unless individual receipts are presented for each member of the party.

Lodging

- Personal phone calls from the hotel CANNOT be reimbursed although calls related to business or conference activities are.
- Room service can be reimbursed as a meal expense (although it is very expensive and will deplete the per diem allowance quickly).
- In room movies or other expenses CANNOT be reimbursed.
- Even if a Division secretary makes a reservation students will still need to pay for their room when they check out.
- It is allowable for students attending the same conference to share rooms to stretch their travel dollars farther. The Division will not be involved with selecting roommates.
- Only lodging at hotels and motels is allowed, we cannot reimburse for expenses related to home stays, with friends, etc.

Airline Travel

- HSRP will only pay for flights to and from the destination. Airfares for any side trips are the student's responsibility.
- Students who need to make their own reservations, should shop for the lowest fare and keep any receipts or documentation received to make the reimbursement process easier.
- Remember, Division secretaries can obtain tickets via online services or travel agents.

REIMBURSEMENT PROCEDURE

1. Collect the receipts for all the expenses to be reimbursed and put them in an envelope.
2. On a separate piece of paper write:
3. Your home address; Your email address; Your Social Security number
4. If you are a University of Minnesota employee (so we can figure out which form to fill out).
5. If there are group meal expenses (note those and who has the receipt).
6. Explain any unusual expenses or any that aren't readily obvious what they are for.
7. Submit your receipts to Eric Hart, D373 Mayo (or the appropriate division secretary), who will fill out the proper form a return the form to you for your signature.
8. Sign the form and return it to Eric Hart (or the appropriate division secretary) and you're done! You will get a check in about 2-3 weeks.

NOTE: Submit your receipts within one month of your return. If we do not receive your request within one month, there is a possibility that you will not be reimbursed.

8.4 HSRP Division Faculty

SCHOOL OF PUBLIC HEALTH

Faculty	Title	Office Location	Phone*	E-mail Address**
Boris Bershadsky, PhD	Assistant Professor	D330-6 Mayo	626.2439	bersh002
Lynn Blewett, PhD	Assistant Professor	15-217 PWB	626.4739	blewe001
Lester Block, DDS MPH	Associate Professor	D376 Mayo	625.6992	block001
Kathleen Call, PhD	Assistant Professor	15-230 PWB	624.3922	callx001
Michael Davern	Assistant Professor	2221 University	625-4835	daver004
Bryan Dowd, PhD	Professor, DGS	15-213 PWB	624.5468	dowdx001

Roger Feldman, PhD	Professor	15-205 PWB	624.5669	feldm002
Susan Foote, JD	Assoc. Professor/Div Head	15-200 PWB	626.2851	foote003
Judith Garrard, PhD	Professor	15-232 PWB	625-9169	ygarrard
Robert Kane, MD	Professor	D351 Mayo	624.1185	kanex001
Rosalie Kane, DSW	Professor	D527 Mayo	624.5171	kanex002
John Krlewski, PhD	Professor	15-225 PWB	624.2912	krle001
Donna McAlpine, PhD	Assistant Professor	15-227 PWB	625.9919	mcalp004
Marshall McBean, MD, MSc	Professor	A369-1 Mayo	625.6175	mcbea002
Ira Moscovice, PhD	Professor	15-215 PWB	624.8618	mosco001
John Nyman, PhD	Professor	15-219 PWB	626.4425	nyman001
William Riley, PhD	Associate Professor	D375 Mayo	625.0615	riley001
Todd Rockwood, PhD	Assistant Professor	C313 Mayo	625.3993	rockw001
Robert Town, PhD	Assistant Professor	15-229 PWB	626.4683	rjtown
Robert Veninga, PhD	Professor	D362 Mayo	625.7459	venin001
Beth Virnig, PhD	Assistant Professor	A365 Mayo	624.4426	virni001
Douglas Wholey, PhD, MBA	Professor/Chair of PHA	15-223 PWB	626.4682	whole001
Amy Wilson, PhD	Assistant Professor	15-228 PWB	626.3732	wilso176

CARLSON SCHOOL OF MANAGEMENT – DEPT. OF HEALTHCARE MANAGEMENT

Faculty	Title	Office Location	Phone*	E-mail Address**
James Begun	Professor	3-140 CarlSMgmt	624.9319	begun001
Jon Christianson	Professor	3-140 CarlSMgmt	625.3849	chris001
Robert Connor	Associate Professor	3-140 CarlSMgmt	626.7348	conno001
Leslie Grant	Associate Professor	3-140 CarlSMgmt	624.8844	grant004
Stephen Parente	Assistant Professor	3-140 CarlSMgmt	624.1391	paren010
Sandra Potthoff	Associate Professor	3-140 CarlSMgmt	624.9019	potth001
Vernon Weckwerth	Professor	3-140 CarlSMgmt	624.9000	weckw001

HSRP DIVISION COORDINATOR STAFF

Staff	Title	Office	Phone	E-mail
Maureen Andrew	HSRP&A Major Coordinator	D373 Mayo	624.9432	andre031
Shannon Hofmann	PHA Major Coordinator	D375 Mayo	TBD	hofma003
Eric Hart	Principal Secretary	D373 Mayo	624.1466	hartx036

* All phone numbers are in area code 612.

** All e-mail addresses end with @umn.edu.

8.5 HSRP Division Courses

Course Number	Course Title
PubH 3801	Health Economics and Policy
PubH 5700	Foundations of Public Health Administration

PubH 5705	Community Health Assessment
PubH 5711	Public Health Law
PubH 5717	Decision-Making Under Uncertainty
PubH 5724	The Health Care System and Public Health
PubH 5726	Medical Device Industry: Business and Public Policy
PubH 5727	Health Leadership and Effecting Change
PubH 5741	Ethics in Public Health: Professional Practice and Policy
PubH 5742	Ethics in Public Health: Research and Policy
PubH 5751	Principles of Management in Health Services Organizations
PubH 5752	Public Health Management
PubH 5760	Healthcare Financial Management: Public Sector Emphasis
*PubH 57XX	International Comparative Health Systems
*PubH 57XX	Global Health Assessment
PubH 5762	Health Finance Applications
PubH 5784	Master's Project Seminar
PubH 5802	Seminar: Technology of Data Operations in Health Care Studies
PubH 5806	Principles of Public Health Research
PubH 5812	Managed Care
PubH 5832	Economics of the Health Care System
PubH 5835	Health Services Policy
PubH 5852	Program Evaluation in Health and Mental Health Settings
PubH 5855	Medical Sociology
PubH 5861	Health Insurance
PubH 5862	Cost-Effectiveness Analysis in Health Care
PubH 5863	Understanding Health-Care Quality
PubH 5864	Conducting Health Outcomes Research
PubH 5875	The Practice of Health Services Research
*PubH 58XX	Math Review for Health Economics
*PubH 58XX	Demographic Data in Policy Analysis
*PubH 58XX	Community Mental Health
PubH 8801	Health-Services Policy Analysis: Theory
PubH 8802	Health-Services Policy Analysis: Applications
PubH 8803	Long-Term Care: Principles, Programs, and Policies
PubH 8805	Sociology of Health and Illness
PubH 8806	Sociology of Health Occupations and Organizations
PubH 8810	Seminar: Research Studies in Health Care
PubH 8811	Research Studies in Healthcare
PubH 8813	Measurement of Health-Related Social Factors

PubH 8820	Health Economics I
PubH 8821	Health Economics II
PubH 8830	Research Project in Health Care
PubH 8831	Research Project in Health Care
PubH 8836	Epidemiological Applications to Health Services Research
Gero 5105	Multidisciplinary Perspectives on Aging
Gero 5110	Biology of Aging
Gero 5111	Studying Aging and Chronic Illness
Gero 8020	Seminar in Gerontology

***Course number under development**

9. HEALTH SERVICES RESEARCH POLICY & ADMINISTRATION

9.1 MS and PhD Degree Program Policies

EXPECTATIONS OF STUDENTS

The MS and PhD programs in Health Services Research, Policy, and Administration (HSRP&A) are very rigorous. Students should expect to make a substantial time commitment their program, to fully participate in all aspects of the education and to ensure timely completion of the degree. The MS and doctoral programs in HSRP&A are built on a mentoring philosophy, with a great deal of interaction between students and faculty. It is therefore very important for students to spend as much time as possible on campus with the faculty. In addition to the formal coursework, students are expected to participate in the regularly scheduled Division seminars and the ad-hoc seminars that occur during the year. These activities, coupled with additional responsibilities of work expectations associated with research assistantships, internships, traineeships and fellowships, represent a substantial time commitment. Therefore, students are encouraged to carefully consider their workload before committing to work outside the program.

RESPONSIBLE CONDUCT OF RESEARCH

University of Minnesota policy states that research shall be conducted in a responsible and ethical way. The Division of Health Services Research and Policy ensures that their researchers, (both students and faculty), obtain adequate training to meet this requirement and several training formats are available. Researchers will be notified when the training is offered.

Students should consult with the principal investigator (PI) of their project whether they need to obtain approval for the research from the University's Research Subjects' Protection Program. Procedures and application materials are available from their office in D528 Mayo, Box 820. Depending on the nature and methodology of their project, students may be able to file for exemption from the Committee review. For further information call 612.626.5654 or go to www.irb.umn.edu. The nature of the research will determine which form needs to be completed.

ETHICS TRAINING

The Graduate School requires that all MS and PhD students complete training in ethics. The curriculum includes a one-credit ethics course that is required for the MS and PhD degree programs.

INCOMPLETE COURSEWORK

HSRP&A students are expected to complete all courses during the semester they are taken. Students receiving a grade of "I" (incomplete) are expected to complete the coursework within one semester after taking the course. Failure to remove an incomplete will be included in the annual review of the student's progress.

MINIMUM GRADE REQUIREMENTS

The MS and PhD programs in HSRP&A require a 3.0 grade point average for students by the time of graduation. (This is a higher requirement than the Graduate School minimum grade point average of 2.8).

- PhD students must earn no less than a "B-" in every required core course.
- MS students must earn no less than "B- in the required Biostatistics sequence of courses.

Required courses not meeting this standard may be repeated once in an effort to improve the grade. Failure to meet this standard leads to an automatic recommendation by the faculty for termination from the program.

Letter Grades Required

Required coursework for the MS and PhD degrees must be taken on a A-F grade basis; no pass/fail permitted. This includes all core courses, courses that are in the MS or PhD minor, and in the PhD supporting program. The one exception is the MS Plan B Project, which will be graded on an S-N (pass/fail) basis.

9.2 Advisors

Each MS and PhD student, upon entering the program, will be assigned an academic advisor. Effort is made to match students with advisors based on the student's interests, experience, and career goals. HSRP faculty members are from diverse academic and professional backgrounds, and are a rich resource for students in the advisor-advisee relationship. Students who will write a dissertation may also select a thesis advisor who will be the primary consultant for the development of the dissertation thesis.

Faculty membership status in the Graduate School determines the level of advising in which faculty may engage. Program faculty with Senior Member or Affiliated Senior Member status in the Graduate School may serve as academic advisors to both PhD and MS students. Those with Member/Advising or Affiliate Member/Advising status may serve as advisors to MS students, and co-advisors to PhD students. Faculty with Member, Affiliate Member, or Examining status cannot advise students, but may serve on student examining committees.

Faculty Member	Grad School Appointment
Abraham, Jean	Member/Advising
Begun, James	Senior Member
Bershadsky, Boris	Member/Advising
Blewett, Lynn	Member/Advising
Call, Kathleen	Senior Member
Christianson, Jon	Senior Member
Connor, Robert	Senior Member
Dahl, Tor	Affiliate Member
Davern, Michael	Member
Dowd, Bryan	Senior Member
Feldman, Roger	Senior Member
Finch, Michael	Senior Member
Foote, Susan	Senior Member
Garrard, Judith	Senior Member
Grant, Leslie	Senior Member
Holtzman, Jeremy	Member
Jonk, Yvonne	Member/Advising
Kane, Robert	Senior Member

Faculty Member	Grad School Appointment
Kane, Rosalie	Senior Member
Kralewski, John	Senior Member
McAlpine, Donna	Member/Advising
McBean, Marshall	Senior Member
Moscovice, Ira	Senior Member
Nyman, John	Senior Member
Parente, Stephen	Member/Advising
Potthoff, Sandra	Senior Member
Radosevich, David	Member
Rockwood, Todd	Member/Advising
Riley, William	Member/Advising
Speedie, Stuart	Senior Member
Town, Robert	Senior Member
Virnig, Beth	Member/Advising
Weckwerth, Vernon	Senior Member
Wholey, Doug	Senior Member
Wilson, Amy	Member/Advising

The student or advisor may propose a change of academic advisor at any time; however, the change must be mutually agreed upon by the affected parties and discussed with the DGS.

ROLE OF THE ACADEMIC AND THESIS ADVISOR

Academic advisors are responsible for providing guidance towards the development of a program of study with the student. They are the student's primary faculty mentor, assuring appropriate exposure to the academic culture and counseling students regarding both career and professional growth. The student and

advisor should meet at a minimum of at least once per semester. The academic advisor may also advise the student about employment opportunities within the program (i.e., specific research assistantships) but the advisor has no claim on the student's time and the student has no work responsibilities as part of the advisor/student relationship.

The academic advisor is also required to sign-off on various required Graduate School forms that document the student's academic progress through the MS and PhD programs. These documents are to be filed with the Graduate School at various points throughout the program as required by the Graduate School policies. See the Graduate School policies on line at www.grad.umn.edu.

The thesis advisor is the student's primary consultant for the development of the dissertation thesis. Once the topic for the dissertation has been identified, the student should begin looking for a faculty member to serve as their thesis advisor. The thesis advisor should have particular knowledge and expertise in the topic area. It is recommended that students ask their academic advisor for assistance in finding a thesis advisor. In some cases, the academic advisor may be the most appropriate person to serve in this role.

9.3 Forms

The Graduate School requires the following forms. Failure to submit required Graduate school forms in a timely manner might cause registration holds, de-activation of student status, or prevent graduation. Most forms can be downloaded from www.grad.umn.edu/Current_Students/forms/index.html.

Form	When Needed	Which Program(s)
Degree Program	After completion of 10 credits	MS
Degree Program	At least two terms prior to the oral preliminary exam	PhD
Thesis Proposal	After passing preliminary oral exam	PhD
Preliminary Written Examination Report	Upon completion of exam	PhD
Graduation Packet (contains various forms)	After Grad School approves Degree Program	MS and PhD
Preliminary Oral Examination Report	Upon completion of exam	PhD
Final Exam Report	By last working day of graduation month	MS and PhD
Thesis Reviewer's Report	Prior to Final Exam	MS (Plan A)

Other special purpose forms are:

Form	Purpose
Registration Exception	For changing registration after published deadlines
Petition	To make a change on previously submitted <i>Degree Program</i> form
Change of Status	For readmission to the Graduate School or change of major/degree

9.4 Internships, Assistantships, Fellowships, and Traineeships

INTERNSHIP REQUIREMENT FOR MS STUDENTS

MS students in the HSRP&A program are required to complete an internship. Internships enrich the student's experience and academic growth by providing an opportunity for experiential learning, and practical application of newly acquired skills.

Internships are obtained two ways: 1) HSRP develops paid community internships in which many students will be placed. The paid internships include an hourly wage, and a subsidy that pays for half of the student's tuition and University student health insurance. *Paid internships are not guaranteed and their availability depends on the participation and sponsorship by organizations in the community.* 2) Students may pursue on their own, an unpaid internship in the community, or an appropriate research assistantship in which to obtain some hands-on experience with health services research.

GRADUATE ASSISTANTSHIPS: RESEARCH, TEACHING, AND GENERAL ASSISTANTSHIPS

Both MS and PhD students are eligible for graduate assistantship positions. A graduate assistantship is a part-time on-campus job. Assistantship types fall into three categories:

1. Research assistantships (RA): Students work with/for faculty on research projects.
2. Teaching assistantships (TA): Students provide teaching and administrative support to professors.
3. General graduate assistantships (GA): These jobs provide clerical or other administrative support to departments within the University.

There are many benefits to obtaining an assistantship including:

- Tuition benefits. Graduate assistants receive a tuition subsidy based on the number of hours worked per week, and their rate of tuition. Non-Minnesota residents also receive a waiver that covers the non-resident portion of tuition.
- Health insurance coverage of at least 47.5%.
- Invaluable working experience and opportunity to work on-campus, and work closely with faculty.
- International students who are in the U.S. on student visas are eligible to work in graduate assistantships jobs.

The Division of HSRP has various RA positions available, and a only a few TA positions. Looking for graduate assistantship employment is very competitive, as the students seeking positions far exceed the number of jobs available. Students looking for an assistantship should approach it like any job search, and prepare a brief biography and resume to have available for prospective openings. Computer skills such as SAS, SPSS, and other statistical software skills are in great demand for research assistantships with HSRP. Students may also look for graduate assistantship jobs outside of the department, through the University's Office of Human Resources at <http://data.ohr.umn.edu/webfm/gaopost/gaopost.html>. Other graduate assistantship positions within the School of Public Health are also available in the SPH Career Services Center, which can be viewed at www.sph.umn.edu/career/.

The University requires non-native English speakers who want to obtain a TA position, to first pass an English speaking test. This test is administered by the Center for Teaching and Learning Services, www.umn.edu/ohr/teachlearn/; see *section 11.5* of this guidebook for more information.

FELLOWSHIPS AND TRAINEESHIPS FOR PHD STUDENTS

A fellowship is a type of financial support awarded to doctoral students that usually subsidizes tuition and may pay a stipend. Most fellowships do not require the student to work. A traineeship, sometimes called a training grant, is a type of financial support that requires the student to work on one or more research projects with HSRP faculty. Traineeships usually subsidize tuition and pay the student a stipend. The dollar value of fellowships and traineeships varies. Funds for fellowships and traineeships come from various sources such as government agencies, private organizations, or the University. Most fellowships and traineeships require United States citizenship. The funding levels for fellowships and traineeships are limited, thus are targeted to students who have demonstrated high academic performance and other accomplishments that predict likely success in the program and the field. All newly admitted doctoral candidates are automatically reviewed for fellowship and traineeship eligibility as part of the admissions process. Some awards are renewable.

Examples of funding sources for fellowships and traineeships are:

- National Institutes of Health:
- Agency for Health Care Research and Quality (AHRQ)
- National Research Service Award (NRSA)
- National Institute of Aging (NIA)
- Gerald Hill's Native American Training Grant

- Carlson School of Management George Johnson Fellowship
- University of Minnesota Graduate School
- Environmental and Occupational Health and HSRP Training Grant
- University of Minnesota Block Grant
- HSRP John Kraleski Fellowship
- SPH PreDoctoral Merit Fellowship

10. HSRP&A MASTER OF SCIENCE DEGREE PROGRAM

10.1 Plan Options and Degree Requirements

The MS degree in Health Services Research, Policy and Administration (HSRP&A) prepares graduates for a wide variety of health services research and policy roles in the health care field. Students are expected to complete the degree within a two-year time frame. Students unable to finish within two years must petition for an extension.

OPTIONS

HSRP offers two MS degree concentrations, each with a distinctively different focus to address the needs of individuals across the spectrum of experience.

Students electing the Outcomes Research concentration will be enrolled as Plan A students. Plan A students are required to write a thesis and pass a final oral defense. Students electing the Research Analysis concentration will be enrolled as Plan B students. Plan B students write a research paper as their Plan B project, pass an oral exam, and complete an internship. Both options are rigorous two-year programs.

OUTCOMES RESEARCH CONCENTRATION – PLAN A

The Plan A option requires completion of either 47 or 50 credits:

- 31-34 credits in the concentration
- A minimum of 6 credits in related field(s) outside the major
- A master's thesis (10 master's thesis credits)
- Final oral examination

The final exam for the Plan A MS degree is an oral defense of the thesis. The oral defense is a public presentation to which students and faculty will be invited to attend. Following the presentation, the student's MS examining committee will meet in a closed session to discuss the thesis.

RESEARCH AND POLICY CONCENTRATION – PLAN B

The Plan B option requires completion of 46 credits:

- 40 credits in the concentration
- A minimum of 6 credits in related field(s) outside the major
- A Plan B project and internship
- Final oral examination

The Plan B project is designed to demonstrate the student's familiarity with the tools of research and scholarship in the field, the ability to work independently, and the ability to present the results of a project effectively. The Plan B project can be based on the internship, literature review, or research, and should involve a minimum of 120 hours (the equivalent of 3 weeks of work). The oral presentation of the project is the final oral exam.

GRADES

- The program requires that students maintain a grade point average of 3.0 or better.
- The Biostatistics courses must be completed with a grade of no less than a "B-."
- All required courses, including the core courses and those in the minor or related fields, must be taken on an A-F grade basis, except for the Plan B Project credits, in which an S/N grade is permitted

FINAL EXAMINATION

Both the Plan A and Plan B MS degrees require a final oral examination. The final exam follows the completion of all coursework, including satisfying any incompletes, and the completion of the Plan A thesis or Plan B project. For Plan A, the final exam will be an oral defense of the Plan A thesis. For the Plan B, the exam will be a presentation of the Plan B project paper. Final MS examinations are student presentations made to the MS examining committee. Following the presentation, the committee will meet in a closed session to discuss the Plan B project.

Students must coordinate the scheduling of the final exam with their examining committee members to ensure all of them are available.

The MS Final Oral Exam Committee

The Final Oral Examination Committee is composed of at least three members: two are members of the HSRP&A program faculty, and one member is to represent the student's thesis or Plan B project. All MS examining committee members must have eligible Graduate School appointments. The names of all the committee members must be reported to the Graduate School on the Degree Program form, well in advance of the exam. The Graduate School levels of appointment eligible to serve on student examining committees are: Senior Member, Affiliate Senior Member, Member/Advising, Affiliate member/Advising, Member, Affiliate Member, and Examining Status. The level of appointment determines the role the committee member may have on the committee. Only faculty with appointment levels of Senior Member and Affiliate Senior member are permitted to chair examining committees. See the graduate School website for more information about exam committees at www.grad.umn.edu A list of HSRP and Adjunct faculty levels of appointment is found in *section 9.2* of this guidebook.

Additional final exam committee members without Graduate School appointments, may be permitted to serve on your examining committee. Generally, individuals with particular expertise in the Plan B or thesis topic may be appropriate to serve on the committee. Committee members without a Graduate School appointment cannot vote, but can participate in the oral exam and provide feedback to the student and the other committee members regarding the paper. Contact the HSRP coordinator for information about adding final exam committee members.

10.2 Outcomes Research Concentration (Plan A) Curriculum

COURSEWORK [37 OR 40 CREDITS]

Course	Title	Offered	Credits
PubH 5330	Epidemiology I	Fall/Spring	4
PubH 5340	Epidemiology II	Spring	4
PubH 5450	Biostatistics I	Fall/Spring	4
PubH 5452	Biostatistics II	Spring	4
PubH 5724	The Health Care System and Public Health [optional per advisor]	Fall	3
PubH 5742	Ethics in Public Health: Research and Policy	Fall/Spring	1
PubH 5862	Cost-Effectiveness Analysis in Healthcare	Spring	3
PubH 5863	Understanding Health-Care Quality	Fall	2
PubH 5864	Conducting Health Outcomes Research	Spring	3
PubH 8810	Seminar: Research Studies in Healthcare	Fall	3
PubH 8813	Measurement of Health-Related Social Factors	Spring	3
Electives*	Varies	Varies	6

* Electives may be taken at any time during the program, but must be completed prior to taking thesis credits.

THESIS/RESEARCH PROJECT [10 CREDITS]

PubH 8777

Thesis Credits: Master's

Fall/Spring

10

STANDARD COURSE SCHEDULE [SUBJECT TO CHANGE]

Fall Semester – Year One

Course	Title	Cr	Time	Days of Week				
PubH 5724	The Health Care System and Public Health	3	12:20p-3:20p	M				
PubH 5450	Biostatistics I	4	12:20p-1:10p				Th	
	[lab] [lecture]		1:25p-3:20p		T		Th	
PubH 5863	Understanding Health-Care Quality	2	3:35p-5:30p			W		
PubH 5330	Epidemiology I	4	3:35p-5:30p		T		Th	

Spring Semester – Year One

PubH 5452	Biostatistics II	4	10:10a-12:05p	M		W		
PubH 5340	Epidemiology II	4	1:25p-3:20p		T		Th	
PubH 5864	Conducting Health Outcomes Research	3	5:45p-8:15p		T			
PubH 8813	Measurement of Health-Related Social Factors	3	6:00p-9:00p			W		

Fall Semester – Year Two

PubH 8810	Seminar: Research Studies in Healthcare	3	1:25p-2:40p	M		W		
<i>Electives*</i>	<i>Varies</i>	3	<i>Varies</i>					
PubH 8777	Thesis Credits: Master's	5						
PubH 5742	Ethics in Public Health: Research and Policy	1	Web-Based					

Spring Semester – Year Two

PubH 5862	Cost-Effectiveness Analysis in Health Care	3	4:00p-5:15p		T		Th	
<i>Electives*</i>	<i>Varies</i>	3	<i>Varies</i>					
PubH 8777	Thesis Credits: Master's	5						

* Electives can be taken at any time but must be completed prior to thesis credits.

10.3 Research and Policy Concentration (Plan B) Curriculum

COURSEWORK [46 CREDITS]

Course	Title	Offered	Credits
PubH 5450	Biostatistics I	Fall	4
PubH 5452	Biostatistics II	Spring	4
PubH 5724	The Health Care System and Public Health	Fall	3
PubH 5752	Public Health Management	Fall	3
PubH 5742	Ethics in Public Health: Research and Policy	Fall/Spring	1
PubH 5802	Seminar: Technology of Data Operations in Health Care Studies	Fall	3
PubH 5832	Economics of the Health Care System	Fall	3
PubH 5835	Health-Services Policy	Spring	2
PubH 5862	Cost-Effectiveness Analysis in Healthcare	Spring	3
PubH 5855	Medical Sociology	Spring	3
PubH 5875	The Practice of Health Services Research	Fall	2
PubH 8894	Directed Research, Plan B Project	Fall	2
PubH 8894	Directed Research, Plan B Project	Spring	2
PubH 8810	Seminar: Research Studies in Healthcare	Fall	3
PubH 8836	Epidemiological Applications to Health Services Research	Spring	2
<i>Electives*</i>	<i>Varies</i>	<i>Varies</i>	6

* Electives may be taken at any time during the program.

STANDARD COURSE SCHEDULE [SUBJECT TO CHANGE]

Fall Semester – Year One

Course	Title	Cr	Time	Days of Week			
PubH 5724	The Healthcare System and Public Health	3	12:20-3:20	M			
PubH 5450	Biostatistics I	4	12:20-1:10				Th
	[lab] [lecture]		1:25-3:20		T		Th
PubH 5875	The Practice of Health Services Research	2	9:05-11:00				Th
PubH 5802	Technology of Data Operations in Health Care	3	4:40-7:40			W	

Spring Semester – Year One

PubH 5862	Cost-Effectiveness Analysis in Health Care	3	4:00-5:15		T		Th
PubH 5452	Biostatistics II	4	10:10-12:05	M		W	
PubH 5835	Health Services Policy	2	1:25-3:20	M			
<i>Electives*</i>	<i>Varies</i>	3	<i>Varies</i>				

Fall Semester – Year Two

PubH 5832	Economics of the Healthcare System	3	9:45-11:00		T		Th
PubH 5752	Public Health Management	3	1:25-2:40		T		Th
PubH 8810	Seminar: Research Studies in Healthcare	3	1:25-2:40	M		W	
PubH 8894	Directed Research, Plan B Project	2	No Class Mtgs				

Spring Semester – Year Two

PubH 5742	Ethics in Public Health: Research and Policy	1	1:25-3:20		T		
PubH 8836	Integration of PubH Rsrch Mthds to HSR	2	1:25-3:20				Th
PubH 8894	Directed Research, Plan B Project	2	No Class Mtgs				
PubH 5855	Medical Sociology	3	9:45-11:00		T		Th
<i>Electives*</i>	<i>Varies</i>	3	<i>Varies</i>				

* Electives can be taken at any time during program.

11. HSRP&A DOCTORAL DEGREE PROGRAM

11.1 Overview and Degree Requirements

The doctoral program in Health Services Research, Policy and Administration (HSRP&A) is designed primarily for students interested in academic careers or senior research positions in government or the private sector. The core of the curriculum is a multidisciplinary examination of the social, political, and economic forces that affect the organization, financing, and delivery of health care services. There is a strong emphasis on theory, modeling, and quantitative methods. The program prepares graduates to conduct sophisticated empirical studies and formulate policy options using a wide range of quantitative and qualitative analytic techniques. The coursework is supported by the student's ongoing involvement with the faculty on research projects and is linked to the health care field by these projects, and by coursework focused on health and health services. In addition to the coursework, supervised research and teaching experiences, the program provides students with an opportunity for further interchange with faculty through a series of research seminars and doctoral colloquia.

The doctoral program in HSRP&A is made available through a unique relationship between the Graduate School, and the Division of Health Services Research and Policy (HSRP), and the School of Public Health (SPH), at the University of Minnesota. The doctoral program is co-sponsored by the Department of Healthcare Management in the Carlson School of Management.

The doctoral program includes coursework from various disciplines including: statistics, health services research methods, economics, health care policy, and social/psychological theories to health. In addition to the required coursework portion of the program, students also complete a supporting program or minor of at least 12 credits. The supporting program or minor permits students to pursue and develop a specialty area that adds even greater breadth and depth to the foundation of core courses.

The Division's goals for the PhD degree emphasize timely completion of coursework, preliminary exams, prompt notification of academic progress benchmarks to the Graduate School, and completion of the dissertation thesis. Earning a doctoral degree is a challenging and rewarding endeavor that requires a high level of discipline and personal commitment. To ensure that your degree is completed within targeted time frames, an effective start is essential; therefore, we strongly recommend that all required coursework be completed during the first two years in the program.

GRADES AND OTHER REQUIREMENTS

- The doctoral program in HSRP&A requires a grade point average of 3.0 or better. (This exceeds the Graduate School minimum of GPA of 2.8).
- All required courses must be taken on an A-F grade basis. This includes core courses and those in the supporting program or minor, and the optional course, Grad 8101 which is used as a substitute for the teaching requirement.
- All core required courses must earn a grade of B- or better. Those not meeting this minimum may be repeated once to improve the grade.
- PhD students must fulfill a teaching requirement
- Pass written and oral exams by specified deadlines

STUDENT PROGRESS REVIEW PROCESS (FOR DOCTORAL STUDENTS)

The progress of each student through his or her program of study will be reviewed by the program faculty during the spring semester of each year. A student progress report will be prepared by the academic advisor and the student for review by the Student Progress Review Committee (SPRC) and the faculty as a whole. Once a student is "all but dissertation" (ABD), this report need not be completed but progress will continue to be monitored by the advisor and faculty. The report lists the student's completed coursework, plans for future coursework, status of preliminary written examinations and the preliminary oral examination, and progress towards completion of the degree (e.g., selection of thesis topic, committee members, and progress on the research and writing of the dissertation). If the committee, in its review, deems the student's progress unsatisfactory, the committee recommends to the full faculty that the student be informed in writing of the specific tasks required to bring the progress to a satisfactory level. If unsatisfactory progress is ongoing, termination from the program can be recommended. The faculty will vote on the recommendation and the DGS will inform the student in writing of the faculty's decision. All students receive a letter from the DGS noting the status of their progress. The review is a part of the student's permanent file.

FIVE YEAR LIMIT

Students, who do not complete the PhD degree within the suggested four years, must complete their dissertation and all other degree requirements within a maximum of five calendar years from the semester following completion of the preliminary oral exam. To maintain "active" student status, students must register each semester. The Graduate School has created a special course number, GRAD 0999, expressly for advanced PhD students to maintain active status. There is no tuition cost for GRAD 0999.

Failure to register each semester will cause the student's status to revert to "inactive." Inactive status requires readmission to the Graduate School.

GRADUATE SCHOOL AND HSRP&A ACADEMIC PROGRESS BENCHMARKS AND REPORTING

Graduate School policy requires students to maintain academic progress by successfully completing all benchmarks, and submitting corresponding signed forms that document their progress at various points throughout the program. The table in *section 11.2* below illustrates HSRP and Graduate school academic progress benchmarks and required documents for doctoral degree completion in four years.

11.2 Four-Year Timetable and Benchmarks for the PhD Degree

1 st Year	2 nd Year	3 rd Year	4 th Year
Complete coursework to fulfill major	Complete coursework to fulfill major	Teaching Experience*	Write Thesis
	Submit proposal for supporting program or minor to faculty	Select examining committee for oral exams	Submit Examination Scheduling Doctoral Final Oral form to Graduate School
	Begin coursework to fulfill supporting program/minor	Schedule preliminary oral exam	Complete final oral exam (defend dissertation)
	*Teaching experience	Submit Preliminary Oral Examination Scheduling form to Graduate School	Submit Final Oral Examination Report to Graduate School

	Complete coursework for supporting program/minor	Take preliminary oral examination	Submit thesis to Graduate School
	Complete written preliminary examinations	Submit Preliminary Oral Examination Report to Graduate School	GRADUATE!!
	Submit Preliminary Written Exam Report to Graduate School	Submit thesis proposal examining committee for approval	
	Conduct research	Submit approved Thesis Proposal forms to the Graduate School	
	Complete Degree Program form	Obtain Graduation Packet from Graduate School	
	Submit Degree Program to Graduate School	Conduct research and write thesis	

* 2nd or 3rd year.

11.3 PhD Curriculum

SUBJECT AREAS COURSES [40 CREDITS]

Statistics [12 credits]

Course	Title	Offered	Credits
Stat 5101	Theory of Statistics I	Fall	4
Stat 5102	Theory of Statistics II	Spring	4
Stat 5302	Applied Regression Analysis	Summer	4

Health Services Research Methods [10 credits]

PubH 8810	Seminar: Research Studies in Healthcare	Fall	3
PubH 8836	Epidemiologic Applications to Health Services Research	Spring	2
PubH 8811	Research Studies in Healthcare	Fall	3
PubH 8830	Research Project in Healthcare	Fall	1
PubH 8831	Research Project in Healthcare	Spring	1

Economics of Health Care [6 credits]

PubH 5832	Economics of the Health Care System	Fall	3
PubH 8820	Health Economics I	Spring	3

Social/Psychological Theories to Health [6 credits]

PubH 8805	Sociology of Health and Illness	Spring	3
PubH 8806	Sociology of Health Occupations and Organizations	Spring	3

Health Care Policy [5 credits]

PubH 8801	Health-Services Policy Analysis: Theory	Fall	3
PubH 8802	Health-Services Policy Analysis: Applications	Spring	2

Ethics [1 credit]

PubH 5742	Ethics in Public Health: Research and Policy	Fall/Spring	1
-----------	--	-------------	---

ADDITIONAL COURSEWORK [36 CREDITS]**Minor or Supporting Program [minimum 12 credits]**

Students develop the minor or supporting program with the assistance of their advisor.

Dissertation [24 thesis credits]

Students write a dissertation on a topic selected by the student and approved by the faculty.

STANDARD COURSE SCHEDULE**Fall Semester – Year One**

Course	Title	Cr	Time	Days of Week				
PubH 5832	Economics of the Health Care System	3	9:45-11:00		T		Th	
Stat 5101	Theory of Statistics I	4	9:05-9:55 8:00-8:50	M		W		F
	[lecture] [lab]			T				
PubH 8810	Seminar: Research Studies in Healthcare	3	1:25-2:40	M		W		

Spring Semester – Year One

PubH 8820	Health Economics I	3	9:45-11:00		T		Th	
Stat 5102	Theory of Statistics II	4	9:05-9:55 9:05-9:55	M		W		F
	[lecture] [lab]			T				
PubH 8805	Sociology of Health and Illness	3	1:25-4:25		T			
PubH 8836	Integration of PubH Rsrch Mthds to HSR	2	1:25-3:20				Th	

Summer Session – Year One

Stat 5302	Applied Regression Analysis	4	9:05-11:00	M	T	W	Th	
-----------	-----------------------------	---	------------	---	---	---	----	--

Fall Semester – Year Two

PubH 8801	Health-Services Policy Analysis: Theory	3	10:10-1:10		T			
PubH 8806	Sociology of Health Occupations/Organizations	3	11:15-2:15			W		
PubH 8811	Research Studies in Healthcare	3	2:30-3:45		T		Th	
PubH 8830	Research Project in Health Care	1	1:25-2:15					F
<i>Electives*</i>	<i>Supporting Program or Minor</i>	6	<i>Varies</i>					

Spring Semester – Year Two

PubH 5742	Ethics in Public Health: Research and Policy	1	2:30-4:25	M				
PubH 8831	Research Project in Health Care	1	2:30-3:20					F
PubH 8802	Health Services Policy Analysis Applications	2	3:35-5:30			W		
<i>Electives*</i>	<i>Supporting Program or Minor</i>	6	<i>Varies</i>					

11.4 Doctoral Supporting Program or Minor

In addition to the required courses, students are required to complete a supporting program **or** minor of at least 12 credits of course work taken primarily in other units of the University, such as the Carlson School of Management, the Departments of Economics, Statistics, Sociology, Political Science, or the Humphrey Institute of Public Affairs. Students design the supporting program with the advice of their advisor, giving students the opportunity to expand their knowledge and skills as needed for the dissertation, and to achieve desired career goals.

Students may instead select a minor from an academic department outside of HSRP, such as Epidemiology, or Environmental and Occupational Health, within the School of Public Health or other departments elsewhere at the U of M. Minor programs should be selected with the assistance of the advisor. Most minor programs are structured with prescribed coursework from which the student cannot deviate, and generally require the student to already possess competency in the discipline.

The supporting program or minor should maximize the student's intellectual development and career goals.

FORMAL PROPOSAL FOR SUPPORTING PROGRAM OR MINOR

The supporting program and minor must be approved by the graduate faculty at a monthly graduate faculty meeting. Students should work with their academic advisor to design a proposal for the supporting program or minor. The proposal should be submitted prior to completing the courses that comprise the supporting program or minor in case the faculty requires revisions. To submit the proposal, provide an electronic copy of your complete proposal to the Program Coordinator and your advisor at least ONE WEEK prior to the faculty meeting at which your proposal will be reviewed. The proposal should contain the following:

- Rationale for the supporting program or minor.
- The specific courses that will comprise the supporting program or minor. Include the course number, title, and number of credits, and timetable of when each course is expected to be completed.
- 3 job postings of positions that are relevant to your interests and goals, and correspond with the supporting program or minor.

In developing a supporting program or minor, the student and advisor should consider the following questions:

1. What is the student's career goal? How does this plan of study enhance this goal? What will be the student's area of special expertise? What is the evidence of demand for this area? (To establish demand, students should submit at least one ad for a job similar to that for which they might apply.)
2. If the student wants to compete for an academic position, what type of courses will s/he be prepared to teach as a result of the supporting program?
3. Has the program been developed in conjunction with other faculty with specific knowledge about the area? If not, have such faculty been consulted? What are Health Services Research relevant applications? If none, what assurances are there that the courses will provide useful material? To answer these questions, students should list three research topics of interest and indicate how the proposed coursework would prepare them to pursue these topics.

4. If more than one discipline is addressed, what provisions are there to integrate the material into a unified body relevant to HSRP&A?
5. Have the courses been taken by other HSRP&A students? If so, what were their evaluations? If not, has someone spoken with the instructors to establish the relevance to HSRP&A and the student's plan of study? Is the instructor of each course willing to have students from outside his/her primary discipline?

Changes in a student's program, due to availability of courses, a change in the syllabus of a course or a slight change in direction of a student's academic needs, may be approved in consultation with the advisor and Director of Graduate Studies (DGS). A statement of change signed by the advisor and DGS should be put in the student's file. The full faculty must review substantial changes in the supporting program.

A copy of the supporting program or minor will be kept in the student's file.

Grading Requirement for PhD Supporting Program or Minor

All course work in the PhD supporting program or minor must have a letter grade. S/N (Pass/Fail) is not acceptable.

11.5 Teaching Requirement

Doctoral students must obtain some training and experience in teaching during the course of their studies and there are two options available to satisfy this requirement:

1. Complete the Graduate School course, Grad 8101 – Teaching in Higher Education, taken for an A-F letter grade basis; **OR**
2. Teach a class while serving as a TA, or teach and advise while participating in the ISP program.

The student's advisor will determine which of these choices is most appropriate, and will certify fulfillment of the teaching requirement on the HSRP Annual Progress Report. No additional faculty approval is required.

Eligible teaching experiences include placement in a position as a teaching assistant (TA). Some TA positions are available through HSRP. Other TA positions can be found through the University's Office Of Human Resources at <http://data.ohr.umn.edu/webfm/gaopost/gaopost.html>, and the SPH Career Services at www.sph.umn.edu/career. Also available are teaching opportunities in the Independent Study Program (ISP) within the University. If a student has had a previous teaching experience, HSRP has a process through which a student may request to petition out of the teaching requirement by way of submitting a formal proposal to the faculty for their approval. This should be done in consultation with the student's advisor.

Students who have had previous teaching experiences may request a waiver of the above options to fulfill the teaching requirement policy. To request a waiver to the teaching requirement, a formal proposal must be submitted to the entire Graduate Faculty at one of their monthly meetings for review and vote. The request must be in writing and should include documentation that substantiates the previous teaching experience, including the time period that the teaching occurred.

TEST FOR NON-NATIVE ENGLISH SPEAKING STUDENTS WHO ARE PROSPECTIVE TEACHING ASSISTANTS

University of Minnesota policy requires that all non-native English speaking TAs or prospective TAs who are or will be assigned to teaching, tutoring, or advising duties (including office hours) must: 1) Take the SPEAK Test that is administered by the Center for Teaching and Learning Services, and 2) Score 55 or 60 on the SPEAK Test. Students are encouraged to contact the Center for Teaching and Learning, 120 Fraser Hall, 612. 625.3041, website: www.umn.edu/ohr/teachlearn/ as soon as possible once on campus.

11.6 Student Examinations for the PhD Program

Doctoral students are required to complete and pass preliminary written and oral exams, and a final oral examination. The examinations are designed to cover areas of study in a comprehensive, integrative manner, rather than focusing on specific courses. Therefore, questions will not necessarily be related to specific courses. Each examination will indicate whether the exam is open note/open book or closed note/closed book.

PRELIMINARY WRITTEN EXAMINATION

The Graduate School requires that PhD students must complete and pass a written preliminary exam as designed by the individual department. The purpose of the written prelim is to evaluate the student's comprehensive knowledge of the subject matter. The HSRP written preliminary exam is split into four different subject areas. Students must complete and pass exams in three of the four subject areas.

Timeframe for Completion

Preliminary written examinations should be taken before the fall semester of the third year, and shall be passed before fall semester of the fourth year.

Written Preliminary Exam Availability

ALL STUDENTS TAKE:

- **Methods Exam:** June or on an individual basis to be scheduled with Examining Committee. 72 hour take home exam format.
- **Policy Exam:** On an individual basis to be scheduled with Examining Committee. 2 week take home exam format.

STUDENTS CHOOSE ONE OF THE FOLLOWING:

- **Sociology Exam:** January and August, 48 hour take home format; OR
- **Economics Exam:** January and August, 5 hour classroom format. (30 day advanced sign-up required)

If a written preliminary exam is failed, the exam committee will determine the timeframe of the make-up exam. Any written prelim that is failed twice will result in expulsion from the program.

Preliminary Written Exam Committees

HSRP has department appointed committees comprised of faculty members who design, review, and grade each individual section of the written exam.

Written Prelim Committees

- **Sociology:** Kathleen call (Chair), Doug Wholey, and Donna McAlpine
- **Economics:** John Nyman (Chair), Bob Town, Roger Feldman, and Jon Christianson
- **Methods:** Bryan Dowd (Chair), Todd Rockwood, Vernon Weckwerth, and Judy Garrard
- **Policy:** Ira Moscovice (Chair), John Krlewski, and Bob Kane

PRELIMINARY ORAL EXAMINATION

The preliminary oral examination is completed after the written exams, but prior to beginning the writing on the dissertation. The preliminary oral examination will focus on the student's defense of their thesis proposal. The purpose of the oral exam is to confirm that students are ready to begin work on their dissertation. The Graduate School requires that students formally schedule the preliminary oral at least one week in advance of taking the exam. A Graduate School form is available for this purpose.

Timeframe for Completion

The preliminary oral exam should be scheduled and passed no later than spring of the fourth year.

The Preliminary Oral Exam Committee

The preliminary oral exam committee is composed of five members who are selected by the student. It is the responsibility of the student to identify the committee members and ascertain their availability and willingness to serve. Three of these are members of the HSRP&A program faculty and two are members in the student's supporting program or minor. The HSRP five-person committee requirement exceeds the Graduate School policy requiring a minimum number of four committee members. Confirming the participation of committee members and scheduling the oral exam to accommodate committee member's schedules can be time consuming. Students should be certain to allow adequate time to organize the preliminary oral exam.

Committee members must have eligible Graduate School appointments. In some cases, the fifth member can be from outside the Graduate School if he or she has particular expertise in the dissertation topic. In this case, the student may request that the DGS petition the Graduate School to permit inclusion of committee member who does not have a Graduate School appointment. The Graduate School makes the final decision. A substantial advance notice is recommended in the event the petition is rejected.

The Graduate School levels of appointment eligible to serve on student examining committees are: Senior Member, Affiliate Senior Member, Member/Advising, Affiliate member/Advising, Member, and Affiliate Member. The level of appointment determines the role the committee member may have on the committee. Only faculty with appointment levels of Senior Member and Affiliate Senior member are permitted to chair examining committees. See the graduate School website for more information about exam committees at www.grad.umn.edu. A list of HSRP and Adjunct faculty levels of appointment is found in *section 9.2* of this guidebook.

Examination Process

The examination is administered by the preliminary oral examination committee. It is the student's responsibility to schedule the examination with the examiners and notify the Graduate School in writing, via an official Graduate School form, at least one week before the examination is given. In preparation for this exam students are expected to submit an outline of their thesis proposal to the committee at least two weeks before the examination. At a minimum the proposal should include:

- The research objective
- A brief summary of related research
- The theory or the conceptual model
- A tentative outline of proposed methods and data

Thesis Advisor

Students are encouraged to seek out a thesis advisor. In some cases, the academic advisor may also serve in this role. The thesis advisor is utilized as the primary consultant to the student during the phase of conducting research and writing the dissertation. The thesis advisor is not eligible to chair the committee, but does assume primary responsibility for supervising the thesis. Students having difficulty identifying a thesis advisor should ask their academic advisor for assistance.

FINAL ORAL EXAMINATION

To be eligible for the final oral examination, students must have completed the writing of their dissertation, completed all required coursework, including satisfying all incomplete coursework, and must have passed both the preliminary written and oral examinations. The examination covers the candidate's thesis.

The final oral examination committee conducts the examination after the thesis has been certified by the readers as ready for defense. It will not exceed three hours. Students must schedule the examination with the examiners and the Graduate School at least one week in advance. The examination will be a seminar to which the relevant scholarly community is invited to hear the presentation of the thesis by the candidate for the first hour. After one hour the audience is excused and the committee members meet privately with the student. For a complete statement of the process, see the Graduate School Bulletin, www.grad.umn.edu.

The Final Oral Exam Committee

Normally the preliminary oral examination and the final oral examination committee are composed of the same members, although they may differ at the student's discretion (e.g., a faculty member's expertise in an area relevant to the thesis). After approval by the Director of Graduate Studies, the student submits the names of committee members to the Graduate School along with the proposed thesis title. Most Committee members must have eligible Graduate School faculty appointments.

The Final Oral Exam Committee requires a total of five members: three are members of the HSRP&A program faculty, and two members are in the student's supporting program or minor.

Committee members must have eligible Graduate School appointments. In some cases, the fifth member can be from outside the Graduate School if he or she has particular expertise in the dissertation topic. In this case, the student may request that the DGS petition the Graduate School to permit inclusion of committee member who does not have a Graduate School appointment. The Graduate School makes the final decision. A substantial advance notice is recommended in the event the petition is rejected.

The Graduate School levels of appointment eligible to serve on student examining committees are: Senior Member, Affiliate Senior Member, Member/Advising, Affiliate member/Advising, Member, Affiliate Member, and Examining Status. The level of appointment determines the role the committee member may have on the committee. Only faculty with appointment levels of Senior Member and Affiliate Senior member are permitted to chair examining committees. The academic advisor or thesis advisor cannot chair the committee. See the graduate School website for more information about exam committees at www.grad.umn.edu. A list of HSRP and Adjunct faculty levels of appointment is found in *section 9.2* of this guidebook.