

DEPARTMENT OF INFECTIOUS DISEASES AND MICROBIOLOGY

MPH-MIC DEGREE CHECKLIST

Student Name & PS #: _____

Advisor: _____

REQUIRED CREDITS

42 credits (*Total credits from required courses and electives: 42*)

Note: Students cannot register for more than 15 credits in a semester

REQUIRED COURSES (*consult [student handbook](#) for the suggested sequence of courses*)

If a "C" is earned, the GSPH EPCC strongly recommends the student retake the course. The student **must** retake the course if a "D" or "F" is earned. A 3.0 cumulative GPA must be maintained.

Course Number	Course Name	Credits	Grade
BCHS 2509	Social and Behavioral Sciences and Public Health	3	
BCHS 2523	Public Health Program Planning, Implementation & Evaluation	3	
BIOST 2011	Principles of Statistical Reasoning	3	
EOH 2013	Environmental Health and Disease	3	
EPIDEM 2110	Principles of Epidemiology	3	
HPM 2001	Introduction to Leadership, Management and Policy for Public Health	3	
IDM 2007	Public Health Communicable Disease Practicum	3	
IDM 2021	Special Studies (thesis/essay writing)	3	
IDM 2032	Human Diversity and Public Health	2	
IDM 2034	Control and Prevention of HIV/AIDS	2	
IDM 2025	Microbiology Seminar (3 semesters required)	1	
		1	
		1	
IDM 2038	Prevention, Treatment, and Control of Global Infectious Diseases	3	
PUBHLT 2014	Overview of Public Health	1	
PUBHLT 2015	Public Health Biology	2	
PUBHLT 2016	Capstone: Problem Solving in Public Health	2	
PUBHLT 2022	Public Health Grand Rounds (2 semesters required)	0	

ELECTIVES (3 credits required)

COURSE # _____	Course Title _____	Credits _____	Grade _____
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ADVISEMENT SESSIONS

First Year Advisement Sessions

Session 1	Session 3
Session 2	Session 4

Second Year Advisement Sessions

September	January
October	February
November	March
December	April

REQUIRED EVENTS

Poster presentation at Fall IDM Research Day

All except 1st year students

Year 2	Year 4 (if applicable)
Year 3 (if applicable)	

Annual Department Fall Retreat

Each academic year you are enrolled

Year 1	Year 3 (if applicable)
Year 2	Year 4 (if applicable)

PRACTICUM (consult [student handbook](#) for practicum requirements)

Practicum Site Selection (start any time after first semester of study)

- Student schedules appointment with faculty advisor to discuss potential sites
- Student prepares the [Practicum Planning Form](#) before meeting except for the required signatures
- Student contacts site to confirm the practicum opportunity is available & obtains required signatures on [Planning Form](#) and [Learning Agreement Form](#) before the start of the practicum
- Submit completed [Planning Form](#) and [Learning Agreement](#) to IDM SS Coordinator for student file

Practicum Progress

- Student completes 200 hours at site and continues to report on progress to faculty advisor

Practicum Evaluation due one week before end of term

- Submit a written final report on practicum activities to advisor, preceptor, & copy to the IDM SS Coordinator
- Submit [Self-evaluation Form](#) to advisor & to IDM SS Coordinator for student file
- Give preceptor the [Preceptor Evaluation Form](#) to complete and mail to advisor & to IDM SS Coordinator

ESSAY/THESIS (consult [student handbook](#) for essay/thesis requirements)

Thesis/Essay Committee & Topic

- Establish an essay/thesis chairperson and committee with advisor
Adhere to Pitt Public Health [Committee Composition Rules](#)
- Complete the [Thesis/Essay Planning Form](#) and obtain appropriate signatures & copy to the IDM SS coordinator.
- Email advisor/director approved essay/thesis committee to IDM SS Coordinator for University approval

If completing a thesis:

Thesis Committee Meeting & Proposal Approval

- Schedule committee meeting with committee and advisor – contact IDM SS coordinator to reserve a room
- Submit thesis proposal to all committee members 2 weeks before 1st scheduled committee meeting
- Hold meeting

Thesis Writing

- Obtain IRB approval prior to study (if applicable)
- Develop a timeline for draft completion & communicate with advisor
- Send drafts and update advisor on thesis writing periodically throughout the writing process

Defend Thesis

- Organize a date/time all committee members can meet
- See IDM SS Coordinator to schedule a room for the agreed date/time
- Submit thesis to committee at least two weeks prior to defense date

Thesis Submission

- Submit electronic and bound paper version to IDM SS coordinator and faculty advisor no later than 1 week after the end of the semester
- Submit thesis electronically through [D-Scholarship](#)
- [Submit all other paperwork and satisfy requirements by deadlines](#)

If completing an essay:

Essay Committee Meeting – Present Proposal

- Schedule committee meeting with committee and advisor – contact IDM SS coordinator to reserve a room
- Submit proposal to all committee members 2 weeks before 1st scheduled committee meeting
- Hold meeting

Essay Writing

- Obtain IRB approval prior to study (if applicable)
- Develop a timeline for draft completion & communicate with advisor
- Send drafts and update advisor on essay writing periodically throughout the writing process
- Essay readers will review the essay, and student will obtain their signature on the [Report on Requirements Form](#)

Present Essay

- There will be designated Monday seminar sessions dedicated to essay presentations towards the end of fall and spring semester

Essay Submission

- Submit electronic and bound paper version to IDM SS coordinator and faculty advisor no later than 1 week after the end of the semester
- Submit essay electronically as a “Long Paper” through [D-Scholarship](#)
- [Submit all other paperwork and satisfy requirements by deadlines](#)