

STUDENT HANDBOOK

DEPARTMENT OF INFECTIOUS DISEASES AND MICROBIOLOGY GRADUATE PROGRAMS

(2023-2024)

This handbook applies only to students who enter their specific academic program in Fall 2023 and will apply to your academic program throughout your course of study to completion of the program.

For students who entered their academic program of study prior to Fall 2023, please reference the appropriate Handbook corresponding with your starting semester. You must follow these handbook requirements in completing your courses of study. If you need another copy, please see the IDM student services specialist (idsm@pitt.edu).

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INTRODUCTION

Students – Welcome to the Department of Infectious Diseases and Microbiology! This **Student Handbook (AY 2023-2024)** will be an important resource as you navigate the graduate program toward completing your degree. The information provided includes specific details about the requirements and expectations for completion of your degree. This document should be your **first source of information** regarding your coursework, examinations, and requirements for graduation. Please keep in mind that University and Pitt Public Health policies may change. The department will keep you informed of any changes in requirements, procedures, or policies that may impact the completion of your degree. It is important that you attend information sessions, departmental retreats, and other activities where information will be shared about changes, new initiatives, and opportunities for students. In addition, please read memorandums and emails from the department, program directors, and advisors regarding requirements, expectations, and policies.

Faculty – *This document provides the requirements, policies, and procedures for the graduate programs' operations.* Please use it as a resource while advising IDM graduate students.

Students & Faculty – All faculty and students are required to be knowledgeable of and adhere to the existing academic integrity policies of the University of Pittsburgh. The complete University of Pittsburgh Guidelines on Academic Integrity are available [online](#). The Pitt Public Health policies and procedures are available [online](#) as well on the website. All students must complete the Academic Integrity Module and access will be given at the start of the school year. Please be advised that any student that is found to be in breach of academic integrity will be subject to the guidelines, procedures, policies, and punishments detailed in the above, linked documents.

ALL IDM STUDENTS ARE BOUND BY THE REGULATIONS BELOW

Academic Integrity: Students are expected to comply with the [University of Pittsburgh's Policy on Academic Integrity](#) and [Pitt Public Health Academic Integrity Procedures](#). Any student suspected of violating this obligation for any reason will be required to participate in the procedural process, initiated at the instructor level, as outlined in the University Guidelines on Academic Integrity.

Disabilities: **If you have a disability that requires special testing accommodations or other classroom modifications, you must notify the instructor and Disability Resources and Services no later than the term's second week.** If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and [Disability Resources and Services](#) (DRS), 140 William Pitt Union, (412) 648-7890, drsrecep@pitt.edu, (412) 228-5347 for P3 ASL users, as early as possible in the term. DRS will verify your disability and determine reasonable accommodations for this course.

Nondiscrimination: The University of Pittsburgh prohibits discrimination or harassment based on race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, disability, or status as a disabled veteran or a veteran of the Vietnam era.

Social Media: **Students will work in practicum sites and other learning environments within and outside the University, and students should be aware of confidentiality issues.** Students are prohibited from posting and “live streaming” information, data, or photos via phones, laptops, or other electronic devices from these learning sites, classrooms, or other educational sessions on social media of any kind.

Exceptions for this can be made only with written release from individuals at the learning sites, classes, or educational session. Approval must be obtained by the practicum site mentor, faculty instructor, or faculty advisor for approval prior to any recording. Failure to comply may result in disciplinary action or expulsion from the program.

IDM Statement and Plan for Combating Racism and its Public Health Impacts

This statement is being revised to align with university direction.

DOCTOR OF PHILOSOPHY (PhD) PROGRAM

I. COMPETENCIES

Upon completion of the PhD degree, the graduate will be able to:

- Conduct bioinformatic analysis of pathogen genome data, explaining the relevance to infectious disease pathogenesis and host response.
- Demonstrate knowledge of the molecular biology of hosts and pathogens and how pathogenesis of infectious diseases evolves from the interactions of organisms on a molecular level.
- Explain all aspects of the lifecycle of a variety of infectious viruses and further evaluate current control and prevention measures.
- Communicate audience appropriate public health content in writing and through oral presentation.
- Conduct independent hypothesis driven research and publish peer-reviewed manuscript based on their research project.

II. SUMMARY OF REQUIREMENTS

A. Courses

Degree Requirements for PhD in Infectious Disease and Microbiology		
Course number	Course name	Credits
IDM 2001	Molecular Biology of Microbial Pathogens	3
IDM 2002	Molecular Virology	3
IDM 2003	Host Response to Microbial Infection	2
IDM 2004	Viral Pathogenesis	2
IDM 2014	Functional Genomics of Microbial Pathogens	3
IDM 2021 (6 terms)	Special Studies in Microbiology	1-15
IDM 2023	Microbiology Laboratory	2
IDM 2025 (4 terms)	Microbiology Seminar	1
IDM 2038	Prevention, Treatment, and Control of Global Infectious Diseases	3
IDM 2041	Research Ethics and Scientific Communication	1
IDM 3440	Vaccines and Immunity	2
BIOST 2041	Introduction to Statistical Methods	3
EPIDEM 2110	Principles of Epidemiology	3
EPIDEM 2161	Methods Infectious Disease Epidemiology	1
PUBHLT 2011	Essentials of Public Health	3
PUBHLT 2022 (two terms)	The Dean's Public Health Grand Rounds	0
PhD Research/Elective Credits		variable

Required Course Exemptions: If you have earned a graduate degree and have completed a similar course, you must follow the instructions on Appendix G to obtain exemption from a required course. Procedures are different for department and school-wide course exemptions.

Elective Courses

(* = Requires appropriate prerequisite course(s) and/or co-requisite course(s) - See Appendix B)

Six (6) elective credits must be completed. Below are elective suggestions; however, you are strongly encouraged to identify appropriate electives (offered at Pitt Public Health or other schools at Pitt) that are most

related to your research area. NOTE: If a PhD student is currently at FTDR status, the student must choose an elective related to their project or career interest and obtain the approval of their advisor and the Director of IDM Academic Programs.

Advisors and course coordinators can approve other electives.

Course Number	Course Name	Credits	Semester Offered
EPIDEM 2160*	Epidemiology of Infectious Disease	2	Fall/Spring
EPIDEM 2180*	Fundamentals of Epidemiological Methods	2	Spring
EPIDEM 2260 *	Epidemiological Basis for Disease Control	2	Fall
FACDEV 2200	Practicum on University Teaching	1-3	Fall/Spring/Summer
IDM 2032	Human Diversity and Public Health	2	Fall
IDM 2035	Advanced Vector Borne Diseases (HIGHLY RECOMMENDED)	2	Spring
IDM 2069	Infection Prevention and Control in Healthcare Settings	2	Spring
MSIMM 2210	Comprehensive Immunology	2	Spring
MSIMM 2230*	Experimental Basis of Immunology	2	Spring
MSIMM 3280*	Immunology of Infectious Disease (Based on availability)	2	Fall

B. Required Milestone Examinations

Doctoral Preliminary Examination

Each student must pass an oral preliminary examination at the completion of their first year in the program. The exam is designed to test their ability to analyze, discuss and interpret a scientific paper in the field of molecular biology, microbiology, immunology, or infectious diseases, as well as to demonstrate a comprehensive understanding of associated broader concepts.

NOTE: According to University policy, students are not permitted to take the examination unless their cumulative GPA is 3.0 or higher.

Doctoral Comprehensive Examination

Each student must pass a comprehensive examination at the completion of their second year in the program. The exam consists of a written proposal that outlines their proposed research plan, and an oral examination covering the selected topic of their research as well as the broader concepts in infectious diseases, immunology, virology, and related areas, and research methods in these areas.

NOTE: According to University policy, students are not permitted to take the examination unless their cumulative GPA is 3.0 or higher.

C. Research/Dissertation

1. Selection of Research Topic and Dissertation Advisor

Each PhD student must choose an area of research and an appropriate faculty advisor by July 1 at the end of their first year. The final decision on this advisor ship is made by the faculty member. In the first two semesters (fall/spring) of the graduate program, the Department requires two laboratory rotations with an optional third rotation. PhD students are limited to faculty members who can support a four-year appointment in their lab. Each student's lab work will be evaluated by the rotation PI or the faculty advisor. These assessments will be included when determining pass/fail for the preliminary and comprehensive exams. Students may choose to change advisors with the permission of the current and proposed advisors and the Director of IDM Academic Programs.

While PhD students must rotate in two laboratories, they may utilize a third rotation.

If doing three rotations, the following timeline must be adhered to:

1st rotation – Aug. – December

2nd rotation – January – March

3rd rotation – April – June (OPTIONAL)

2. First Dissertation Committee Meeting - Submission and Approval of Research Proposal
After passing the doctoral comprehensive exam at the end of the second year, the student must form a dissertation committee according to [Committee Composition Rules](#) and submit a research proposal to their dissertation committee for approval. Since the comprehensive examination is usually held in July, the first dissertation committee meeting must be held by mid-December.
3. Yearly Dissertation Committee Meetings
The student must present a concise progress report of their research every 12 months for review by the dissertation committee at an official committee meeting. If a student enters their 6th year, they should have committee meetings every 6 months.
4. F31 Grant Writing
After passing the comprehensive exam, eligible students (US citizens and permanent residents) are strongly encouraged to write and submit an F31 grant proposal to the National Institutes of Health. Read more in the grant section below.
5. Seminar Presentation Policy
As part of the Departmental Research Series and Journal Club, all PhD students are required to give a seminar on their work. Second- and third-year PhD students will be assigned a 30-minute block. Fourth year and beyond will get a full hour. The presentation will be evaluated by the faculty, students, and staff in attendance. The evaluation criteria will include presentation skills, presentation organization, graphics, clarity in word choice and diction, introduction, and summary, etc. Although input is regularly provided from the student's dissertation committee on experimental design, data, analyses, approaches, and feasibility, it is likely that feedback on these aspects of the content might also be provided. Each attendee will complete an evaluation form, and the results will be shared with the student within a week of the presentation. The student should consult the PI about the evaluation. Note: All PhD students are required to attend Journal Club regardless of year in the program, and attendance will factor into your yearly doctoral evaluation.
6. Publication Requirement for Graduation (*policy instituted August 2005 & amended August 2013*)
It is required that students have a minimum of one publication as primary author PUBLISHED and/or IN PRESS at the time of their dissertation defense. One of these papers must be a first author publication. Review papers are excluded from this criterion. The dissertation committee should monitor the student's progress towards these publications, so that the requirement is met on time.
7. Dissertation Defense
Upon completion of the dissertation research, the student will present his/her work in an open seminar and defend their dissertation in a closed oral examination with their committee.

Additional Policies and Regulations

The University's policies related to doctoral PhD programs can be found at: [2023-2024 Graduate & Professional Studies Catalog](#). Students are advised to read this information.

III. PUBLIC HEALTH REGULATIONS FOR PhD STUDENTS

For additional guidance, refer here: <https://www.sph.pitt.edu/student-resources>

- A. Dissertation Mentor: All students must choose their dissertation mentor from the IDM primary and secondary faculty. Only in unusual circumstances may a student petition to have their IDM graduate research project mentored by a non-IDM faculty member. This request will be subject to review and approval by the Director of IDM Academic Programs and the PhD Program
- B. Credit requirement: at least 72 credits of graduate study are required for doctoral degrees in Pitt Public Health.
- C. GPA: A grade point average of at least a B (GPA = 3.0) and at least a satisfactory (S) must be maintained. A student with full graduate status is automatically placed on probation whenever their cumulative graduate GPA falls below 3.0. When a student's GPA falls below 3.0, the student, advisor, program director and department receive notice from the school's Student Performance Committee. If a student has a cumulative GPA below 3.0 for two full consecutive terms, they are likely to be dismissed from the program. Students must have a cumulative GPA of 3.0 or above to be eligible to take the preliminary and comprehensive examinations and graduate. A doctoral student receiving a grade lower than B (i.e., 3.0 grade points) in any course must take it again and achieve a B or higher grade.
- D. Grade Requirements: A grade of B or better must be maintained for all schoolwide core courses required in a student's academic program (see summary of requirements above). If a grade of C is earned Pitt Public Health Educational Policies and Curriculum Committee recommends that the student and advisor meet to discuss the grade and that the student is strongly encouraged to re-take the core course. However, this final decision is up to the advisor and the student. If a grade below a C is earned, that student must repeat the course, according to Pitt Public Health policy.
- E. Preliminary Exam: Through the exam, the student must show an ability to analyze and interpret data and breadth and depth of understanding of associated concepts.
- F. Comprehensive Exam: Through the comprehensive examination, the student must demonstrate mastery of the general field of doctoral study, acquisition of both breadth and depth around specialization within the general fields, and the ability to use the research methods of the discipline. (Taken from Univ. Regulations Governing Graduate Study at the University of Pittsburgh, Oct. 1991).
- G. Full Time Status: Normally, full-time students should register for the maximum number of credits (15) per semester before advancing to full-time dissertation research (FTDR).
- H. Course Level for Credits: At least one-half of the credits earned in a doctoral degree program must be at the graduate level (the 2000 or 3000 series). No courses below 1000 or from 7000-7999 may be applied toward graduate requirements.
- I. Conferral of Degree: Doctoral degrees are conferred only to those students who have completed all course requirements with at least a 3.0 GPA, completed a successful dissertation defense, and all other requirements for graduation.
- J. Post Course Requirement: A student who has completed all course requirements for a graduate degree but has not fulfilled other requirements (e.g., writing of a dissertation) is required – if University facilities or faculty time are being used - to register for at least one credit or full-time dissertation research each term, or for a greater number of credits as the school or department considers appropriate.
- K. Degree Completion Timeline: Full-time doctoral students should complete their degree within five (5-6) years after admission to the program.

IV. SUGGESTED SEQUENCE OF COURSES

72 credit requirement to reach Full-time Dissertation Research (FTDR) status.

FIRST YEAR

Fall Term (*Students cannot take more than 15 credits in any semester*)

Course Number	Course Name	Credits
EPIDEM 2110	Principles of Epidemiology	3
IDM 2001	Molecular Biology of Microbial Pathogens	3
IDM 2003	Host Response to Microbial Infection	2
IDM 2021	Special Studies in Microbiology (Lab Rotation I)	4
IDM 2023	Microbiology Laboratory	2
IDM 2025	Microbiology Seminar	1
PUBHLT 2022	Public Health Grand Rounds	0
		TOTAL 15

Spring Term

Course Number	Course Name	Credits
EPIDEM 2161	Methods of Infectious Disease Epidemiology	1
IDM 2002	Molecular Virology	3
IDM 2021	Special Studies in Microbiology (Lab Rotation II)	6
IDM 2025	Microbiology Seminar	1
PUBHLT 2011	Essentials of Public Health	3
PUBHLT 2022	Public Health Grand Rounds	0
IDM 2041	Scientific Communication & Research Ethics	1
		TOTAL 15

Summer Term (*Students cannot take more than 6 credits during the summer term*)

Course Number	Course Name	Credits
IDM 2021	Special Studies in Microbiology (Lab Rotation III/Research)	6
		TOTAL 6

DOCTORAL PRELIMINARY EXAMINATION IN JUNE

Students choose advisor after completion of 2-3 laboratory rotations.

SECOND YEAR

Fall Term

Course Number	Course Name	Credits
BIOST 2041	Introduction to Statistical Methods I	3
IDM 2004	Viral Pathogenesis	2
IDM 2021	Special Studies in Microbiology (Research)	3
IDM 2025	Microbiology Seminar	1
Elective(s)	See list of recommended electives	6
		<hr/>
		TOTAL 15

Spring Term

Course Number	Course Name	Credits
IDM 2014	Functional Genomics of Microbial Pathogens	3
IDM 2021	Special Studies in Microbiology (Research)	6
IDM 2025	Microbiology Seminar	1
IDM 2038	Prevention, Treatment and Control of Global Infectious Diseases	3
IDM 3440	Vaccines & Immunity	2
		TOTAL 15

Summer Term

Course Number	Course Name	Credits
IDM 2021	Special Studies in Microbiology (Research)	6
		TOTAL 6

DOCTORAL COMPREHENSIVE EXAMINATION IN JULY

THIRD, FOURTH, & FIFTH YEARS

Fall Term

Course Number	Course Name	Credits
FTDR 3999	Full-time dissertation study	0

Spring Term

Course Number	Course Name	Credits
FTDR 3999	Full-time dissertation study	0

Summer Term

Course Number	Course Name	Credits
FTDR 3999	Full-time dissertation study	0

DISSERTATION DEFENSE

Please note: PhD students must take 15 credits each fall and spring semester and 6 credits each summer of their first two years to meet the 72-credit requirement to reach Full-time Dissertation Research (FTDR) status.

V. EXAMINATION REQUIREMENTS

A. Doctoral Preliminary Examination

The purpose of the PhD preliminary examination is to determine the suitability of the student as a candidate for progression to the second year of the PhD program. Each PhD student must pass the preliminary exam to continue in the PhD program. *According to University policy, a cumulative GPA above 3.0 is required to be eligible to take this milestone examination.*

The exam is typically held in June in the first year of study. In the event of a failure, the student may apply to the Director of IDM Academic Programs for a re-examination. Students not allowed to retake the examination or who do not pass the re-examination will be released from the program. One week in June is identified during the academic year so faculty and students can block this time off to ensure all exams are scheduled and held in a timely fashion. It is expected that all students will take their exam during this week.

Selection and Establishment of the Examination Committee

- The examination committee must follow these rules:
- The committee must be comprised of at least three Pitt faculty members.
- The exam chair must be a faculty member from the Department of Infectious Diseases and Microbiology.
- The composition of the committee must represent two university departments; at least half of the committee must hold primary appointments in Pitt Public Health, and at least half must be of graduate faculty status.
- Refer here: [Committee Composition Rules](#).

The dissertation advisor will not be a member of this committee, nor will they attend. The Director of IDM Academic Programs will work with the IDM Student Services Specialist to establish these examination committees. Once a committee is identified, the IDM Student Services Specialist submits it to the Dean's Office for approval. The committee will conduct the examination within four weeks of the Dean's Office's approval notification. Students will be notified of their committee members and will be provided with further instructions. Once instructions are provided, students are encouraged to practice with their lab and/or fellow students if no faculty member participates.

Examination Format

The examination coordinator will select a recently published paper from a leading peer-reviewed journal that does not directly pertain to the student's anticipated dissertation work. The student shall prepare a [critique](#) of the paper for oral presentation. The exam consists of the oral presentation of the data with figures from the paper along with the [critique](#) (no more than 30 minutes) followed by a series of questions from the committee members designed to determine if there is a solid understanding of the background of the study, actual data, the potential flaws, the advantages and limitations of techniques involved, and the implications of the results for the field. Additional questions can also be anticipated that seek to probe the student's comprehensive understanding of the broader concepts associated with the paper, from their courses, and of current importance in the field. The committee shall vote pass/fail with a simple majority opinion sufficient for a passing grade.

Re-examination Procedure

If the student fails the PhD preliminary exam, the student may appeal to the Director of IDM Academic Programs by submitting a written request via email. If granted, the Director of IDM Academic Programs will select one or two new committee members to serve on the re-examination committee and try to keep the original committee chair if possible. The new committee will still follow the committee composition rules. The exam format will remain the same. It is up to the Director of IDM Academic Programs if the journal publication that forms the basis of the exam is changed or remains the same as the original exam. Students not allowed to retake the examination or who do not pass the re-examination will be released from the program.

A PhD student who has recently obtained an MS degree from IDM Department will not be required to take PhD preliminary exam. The MS comprehensive exam will be considered as equivalent for PhD preliminary exam. MS degrees from other institutions or departments will require review by the program director.

B. Doctoral Comprehensive Examination

The comprehensive examination tests the student's ability to think independently and demonstrate comprehensive knowledge in the broad area of infectious diseases and related sub-disciplines. In the comprehensive examination, the student will be required to demonstrate comprehensive knowledge in the areas related to infectious diseases, including, but not limited to, principles and methods in immunology, virology, pathogenesis of infectious diseases, cell biology, and molecular biology. The University of Pittsburgh's regulations on doctoral study can be found at [2023-2024 Graduate & Professional Studies Catalog](#) and includes the following statement:

"The Comprehensive Examination should be designed to assess the student's mastery of the general field of doctoral study, the student's acquisition of both depth and breadth in the area of specialization within the general field, and the ability to use the research methods of the discipline."

An informal, instructional meeting will be held about three (3) months before the exam date.

A student who obtains an MS degree in the IDM Department and then enters the PhD program may take the comprehensive exam after completing one year of the PhD program and it is up to the student and their advisor to take the exam earlier.

The exam will usually occur in June or July of the second year of study with a final grade of pass or fail. In the event of a failure, the student may apply to the Director of IDM Academic Programs for a re-examination. Students not allowed to retake the examination or who do not pass the re-examination will be released from the program. One week is identified during the academic year so faculty and students can block this time off to ensure all exams are scheduled and held in a timely fashion. It is expected that all students will take their exam during this week.

Selection and Establishment of the Examination Committee

The examination coordinator (usually the PhD Program Director) will work with the IDM Student Services Specialist to establish the comprehensive examination committee under the following rules:

- The committee must be comprised of at least three Pitt faculty members.
- The exam chair must be from the Department of Infectious Diseases and Microbiology.
- The composition of the committee must represent two university departments, at least half of the committee must hold primary appointments in Pitt Public Health, and at least half must be of graduate faculty status.

The dissertation advisor will not be a member of this committee, nor will s/he attend. Once the PhD Program Director selects the committee, the IDM Student Services Specialist submits it to the Dean's office for approval. Students will be notified of their committee members and will be provided with further instructions. Once instructions are provided, students are encouraged to practice with their lab and/or fellow students if no faculty member participates.

Examination Format

The examination format will consist of two components, a written proposal, and an oral examination:

1. **Written Proposal:** The student will write a seven-page grant proposal (similar to NIH R21 proposal) based on their current research project. Three weeks before the scheduled oral exam the student will submit the full written proposal to the chair of the exam committee, who will review the proposal. One week before the oral exam, the chair of the committee will tell the student if the proposal is acceptable to proceed to the oral exam. If the proposal is judged not satisfactory, the student will be asked to revise and resubmit, and the oral examination will be rescheduled.
2. **Oral Examination:** The second component of the examination is the oral examination, which will have two parts, the first being questions related to the proposal and project, and the second being broader comprehensive questions.

At the beginning of the oral examination, and in the student's absence, the Examination Chair will briefly address the committee, communicating the ground rules for the examination. Students will then give a 15-to-30-minute presentation to introduce his/her research project using his/her medium of choice (i.e., PowerPoint, whiteboard, etc.)

The first hour of the examination will focus on the student's project proposal, including the rationale, background, preliminary data, approaches, methods, reasoning, interpretation, and anticipated findings. Then, the student will be examined on their comprehensive knowledge of those areas related to infectious diseases and related sub- disciplines.

It will be the panel's task to evaluate the student's comprehensive understanding of overall concepts, details, and methodologies related to their proposal. At the end of the oral examination, the panel will vote in private to pass or fail the student. A simple majority shall prevail. There will be no conditional pass/fail decision. After the panel vote, the panel will immediately notify the student of the decision and the Chair will provide an evaluation of the student's performance. The Chair of the panel will also notify the examination coordinator of their decision and submit a written critique of the student's performance. Students and their dissertation advisors will be notified of the exam outcome. A "pass" will be warranted when the student demonstrates both breadth and depth in their understanding of aspects in their field as noted above. A student who fails the comprehensive examination may petition the Director of IDM Academic Programs to be allowed to re-take the examination. Should the student fail the re-examination, they will not be allowed to continue in the IDM doctoral program.

Project Proposal

The project proposal will be a grant application and is limited to seven pages. The format will follow that of a National Institutes of Health R21 application.

The proposal will consist of the following:

1. 1 page with a brief paragraph overview and then a list of the specific aims (2 or 3 aims)
2. 6 pages to include:
 - a. A description of the significance of the project and of the anticipated findings
 - b. A description of the innovation of the studies
 - c. Preliminary data
 - d. Research design and methods by specific aim

The proposal is to represent the student's ideas and original writing, although feedback from advisor is allowed and encouraged. The advisor is not to directly edit the written document; it is to be the student's own work. The studies proposed should include the student's current project but are not limited to what is currently being studied. Experiments and ideas can be explored in this proposal that might not be performed by the student but are interesting, important, and sound rationale. During the informational meeting, advice on writing the proposal will be provided. This proposal is not a dissertation proposal but could highly likely serve as an early version of one.

Re-examinations

If the student fails the PhD preliminary exam, the student may appeal to the Director of IDM Academic Programs by submitting a written request via email. If granted, the Director of IDM Academic Programs will select one or two new committee members to serve on the re- examination committee and try to keep the original committee chair if possible. The new committee will still follow the committee composition rules. The exam format will remain the same. Students not allowed to retake the examination or who do not pass the re-examination will be released from the program.

VI. PUBLICATION REQUIREMENT FOR GRADUATION

It is required that doctoral students have a minimum of one publication based on their dissertation as a primary author **PUBLISHED** and/or in **PRESS** at the time of their dissertation defense. The dissertation committee should monitor student's progress towards publication, so that they can meet this requirement on time.

If a student cannot meet this requirement due to extreme conditions and plans to submit the manuscript at a later stage, the student should appeal to the Director of IDM Academic Programs explaining the situation in writing and the proposed timeline for submission/publication. This letter should have the PI's approval and signature as well.

VII. GRANT WRITING – F31 GRANT

PhD students are strongly encouraged to write and submit an F31 grant proposal to the National Institutes of Health after passing the comprehensive exams. Grant submission is required for students who are [eligible](#). Below are some resources:

- NIH announcement: <http://grants.nih.gov/grants/guide/pa-files/PA-14-147.html>
- Application guide: <http://grants.nih.gov/grants/funding/424/index.htm>
- General Tips: http://www.pitt.edu/~gsiegle/Siegle-f31hints-BehaviorTherapist10_fordistrib.pdf

Students should work closely with their faculty advisor and grants administrator. The resources and guidelines attached can change at any time, so you should contact IDM's Grants Administrator or faculty advisor's grants administrator, about 6 months before submission.

VIII. DISSERTATION REQUIREMENTS

Dissertation Committee

The dissertation committee members are selected by the student and their faculty advisor. The Graduate School of Public Health and the University of Pittsburgh have established [Committee Composition Rules](#). Once the committee members are selected, the student is responsible for notifying the IDM Student Services Specialist of the proposed committee members. A memo requesting approval of the student's committee is sent to the Director of Student Affairs at Pitt Public Health. Committee meetings cannot be held until the committee is approved. The IDM Student Services Specialist will notify the student and their faculty advisor upon approval. The student is responsible for scheduling the committee meetings. If a conference room or audio-visual equipment is needed, the student must contact the IDM Student Services Specialist before the meeting for a reservation. If the student needs assistance for the meeting, they must notify the IDM Student Services Specialist of their meeting date to ensure the appropriate paperwork is completed. The dissertation committee's main responsibilities are to advise the student in the effective analysis of a research problem and to approve a body of original research of sufficient quality to form the basis for the PhD dissertation.

First Dissertation Committee Meeting - Dissertation Proposal

After passing the doctoral comprehensive exam, the student must submit a research proposal to their dissertation committee for approval. Since the comprehensive examination is usually held in July, the first dissertation committee meeting must be **held by mid-December**. This meeting will satisfy the following Pitt Public Health graduation milestones: dissertation overview approved, fulfilled research requirements, and admitted to candidacy. Upon approval of the research proposal, the student will continue to work towards completion of the dissertation work. Remember, the proposal used for the comprehensive exam is not your dissertation proposal but can serve as an early version of one. **Please note: Prior to the first committee meeting, students must submit their research proposal to all dissertation committee members two (2) weeks in advance.**

Information to include in proposal:

- A. Project significance and background
- B. Specific aims
- C. Preliminary data
- D. Research methods/design

Proposal Format:

1. 6-10 pages
2. Double spaced
3. Times new roman or Arial
4. 1" margins

Continuing Dissertation Committee Meetings- Progress Reports

The student must present a concise progress report of their research at least every 12 months for review by the dissertation committee at an official meeting. This will be held in the fall semester of each year. Please note: Prior to the committee meeting, the student must send the progress report to all dissertation committee members two (2) weeks in advance.

The yearly report will include:

- A. Project Background and Significance
- B. Specific aims
- C. Updated Results/Data
- D. Research Methods

A minimum of three dissertation meetings are required by the graduate program prior to graduation (once per year). However, if the student and/or advisor feel the need to have more than one meeting per year, you are encouraged to schedule additional committee meetings. If a student does not complete their degree program in five (5) years, upon beginning their sixth year of study, they must hold at least two (2) dissertation committees in that sixth year. In the rare case that a student enters a seventh year of study, they must hold at least three dissertation committee meetings in the seventh year.

Dissertation Format

The student's dissertation must provide evidence of original scholarly research of sufficient quality to be published in a leading scientific journal. The student's dissertation committee will authorize the student to begin authoring the dissertation. Its style and format must conform to the standards set by the Graduate Council as shown below.

The dissertation will contain:

- A. Title Page
- B. Abstract
- C. Introduction (including related literature review)
- D. Hypothesis
- E. Specific Aims
- F. Materials and Methods
- G. Results
- H. Discussion
- I. Implication to public Health
- J. Literature Cited (follow ASM Journal style)

Typically, items D and E are combined into one brief chapter. In case students wish to substitute items F and G with published or submitted manuscripts of their dissertation work, they should use the following format. If the previously published articles are included in the results section, they must be presented in a manner consistent with the remainder of the text and they must generate one contiguous document: i.e., with identical typeface, margins, and consistent sequential numbering of tables, figures, and footnotes. Bibliographic citations should be integrated with those for the rest of the document and presented in the Literature cited section. Separate reference sections should be included at the end of each manuscript in the results section. Additional results, not included in the publications can be included as a separate chapter in the results section, although this is not the only way they can be appropriately included in the dissertation. The discussion should include the overall conclusions and implications of the results (published and unpublished). The future direction of the project, based on the results, should also be mentioned, and deeply reflected upon in the discussion section.

The dissertation advisor will read preliminary drafts of the dissertation and will approve the final copy for submission to the dissertation committee. **The final copy must be submitted to the dissertation committee at least two (2) weeks prior to the dissertation defense date for review.** Noncompliance with this policy could necessitate rescheduling of the defense date.

Dissertation Defense

The dissertation defense consists of a formal public seminar on the dissertation subject. This is followed by a closed-door examination of the student by the dissertation committee members. Approval of the dissertation requires unanimity by the dissertation committee. The defense must be held in Pitt Public Health. The student must work with the IDM Student Services Specialist at least two months in advance of the anticipated defense date to coordinate the defense announcement and the location of a suitable room. It is the student's responsibility to find an appropriate date for the defense and efforts should be made to consult the calendars of the Department Chair and Director of IDM Academic Programs so both are aware of the defense and can attend if possible.

Dissertations completed by IDM alumni are available online via the [University of Pittsburgh ETD digital library system](#). Please note that students must submit dissertations online via ETD online form and adhere to the ETD template. Please see templates on the ETD website: <https://etd.pitt.edu/>

IX. LAB SUMMARY REPORT

At the end of each rotation, the PhD first-year students must submit a written document summarizing their lab research project. The report should be no more than two (2) pages. Students should have their reports submitted to the PhD Program Director a week after their finals. In the report, students will include a detailed description of the following:

- A. Current Research Projects
- B. Techniques Learned
- C. Results (if any)
- D. Discussion/Conclusion

X. TEACHING OPTION

In addition to completing the Teaching Certificate, IDM PhD students will have the opportunity to lead paper discussions or give lectures in some IDM classes. Interested students should speak with the IDM Academic Programs Director to recommend course instructors to speak with. Note, this opportunity is only available to PhD students who have completed all coursework, have successfully passed their comprehensive exam, and have FTDR status.

MASTER OF SCIENCE (MS) PROGRAM

I. COMPETENCIES

Upon completion of the MS degree, the graduate will be able to:

- Describe comprehensive knowledge of the process involved in the development, testing, and considerations for implementation of a successful vaccine.
- Explain an ecological perspective on the connections among human health, animal health, and ecosystem health.
- Discuss the mechanisms of innate and acquired immunity and their roles in health and disease.
- Describe the experimental methodologies and analyses used in modern infectious disease research.
- Design, analyze, and interpret data from research experiments covering molecular biology, microbiology, immunology, and infectious diseases.
- Communicate the results of their own independent laboratory-based research.

II. SUMMARY OF REQUIREMENTS

A. Courses

Degree Requirements for MS in Infectious Disease and Microbiology		
Course number	Course name	Credits
IDM 2003	Host Response to Microbial Infection	2
IDM 2021 (<i>every term</i>)	Special Studies in Microbiology	1-15
IDM 2022	Special Topics	3
IDM 2023	Microbiology Laboratory	2
IDM 2025 (<i>4 terms</i>)	Microbiology Seminar	1
IDM 2035	Advanced Vector-borne Infectious Diseases	2
IDM 2041	Research Ethics and Scientific Communication	1
IDM 3440	Vaccines and Immunity	2
BIOST 2041	Introduction to Statistical Methods	3
EPIDEM 2110	Principles of Epidemiology	3
EPIDEM 2161	Methods Infectious Disease Epidemiology	1
PUBHLT 2011	Essentials of Public Health	3
PUBHLT 2022 (<i>two terms</i>)	The Dean's Public Health Grand Rounds	0
Electives: Approved by Advisor		2

Required Course Exemptions: If you have earned a graduate degree and have completed a similar course, you must follow the instructions on Appendix G to obtain exemption from a required course. Procedures are different for department and school-wide course exemptions.

Elective Courses

(* = Requires appropriate prerequisite course(s) and/or co-requisite course(s) - See Appendix B)

At least two (2) elective credits must be completed. Suggestions are listed below. However, you are strongly encouraged to identify appropriate electives in consultation with your advisor (generally amongst courses offered through Pitt Public Health, MVM, or MSIMM programs) that are most related to your research area.

Advisors and course coordinators can approve other electives, including the following:

Course Number	Course Name	Credits	Semester Offered
EPIDEM 2160*	Epidemiology of Infectious Disease	2	Fall/Spring
EPIDEM 2180*	Fundamentals of Epidemiological Methods	2	Spring
EPIDEM 2260 *	Epidemiological Basis for Disease Control	2	Fall
IDM 2001	Molecular Biology of Microbial Pathogens (HIGHLY RECOMMENDED)	3	Fall
IDM 2002*	Molecular Virology (HIGHLY RECOMMENDED)	3	Spring
IDM 2004	Viral Pathogenesis (HIGHLY RECOMMENDED)	2	Fall
IDM 2014*	Functional Genomics of Microbial Pathogens (HIGHLY RECOMMENDED)	3	Spring
IDM 2038	Prevention, Treatment, and Control of Global Infectious Diseases	3	Spring
IDM 2069	Infection Prevention and Control in Healthcare Settings	2	Spring
MSIMM 2210	Comprehensive Immunology	2	Spring
MSIMM 2230*	Experimental Basis of Immunology	2	Spring

B. Required Examination

Master's Comprehensive Examination

Each student must pass a comprehensive examination designed to test their ability to analyze and interpret data in molecular biology, microbiology, immunology, and/or infectious diseases. Students are required to have taken IDM 2022 (1 term), IDM 2023, and IDM 2003, and they must have had at least one semester of IDM 2025 and presented at Journal Club before taking the exam. More details on this examination are provided below.

C. Research

1. Selection of Research Topic and Major Advisor

At the beginning of the term, students will be given a list of potential lab projects and opportunities. Students can do up to 2 6-week optional lab rotations to see if one is a good fit. They should identify and ensure commitment to a lab PI by the end of the 1st semester. Students will begin their thesis research with their PI starting in January of their 1st year and continue through the summer and second year of study. The student's lab work and progress will be formally evaluated once per year by the PI.

2. Journal Club

As part of IDM 2025 Seminar/Journal club, 1st year students are required to present a minimum of 1 journal club paper during their first year of study and prior to taking the comprehensive exam.

3. Seminar Presentation

As part of IDM 2025- Departmental Research Series and Journal Club, all MS students will be required to give a seminar on their work in the Fall Semester of their second year. The presentation will be evaluated by the faculty, students, and staff in attendance. *The evaluation criteria will include presentation skills, presentation organization, graphics, clarity in word choice and diction, introduction and summary, etc.* Each attendee will complete an evaluation form, and the results will be shared with the student within a week of the presentation. The student may then consult with their advisor about the evaluation.

4. Submission and Approval of Research Proposal
After passing the comprehensive exam, students should assemble a committee, have it approved by the Student Services Coordinator, and schedule a committee meeting in the fall of their 2nd year. Students must submit a research proposal to their thesis committee for approval within five (5) months after passing the comprehensive examination and 2 weeks prior to the committee meeting. The research proposal should follow the guidelines described in the section in the Thesis Requirements section.
5. Presentation of Thesis and Defense
Students will present their work in an open seminar and defend their thesis in a closed oral examination with their thesis committee. **Please note: Prior to the defense, students must submit their thesis to all thesis committee members two (2) weeks in advance.**

III. PITT PUBLIC HEALTH REGULATIONS FOR MS STUDENTS

For additional guidance refer here: <https://www.sph.pitt.edu/academics/forms-handbook>

- A. Credit requirement: a minimum of 36 credits of graduate study is required for Master of Science (MS) degrees in Pitt Public Health.
- B. Thesis Advisor: All students should choose their thesis advisor from the IDM primary and secondary faculty. In unusual circumstances may a student petition to have their IDM graduate research project mentored by a non-IDM faculty member. This request will be subject to review and approval by the Director of IDM Academic Programs and the Department Chair. In such a case the student will be required to identify a co-advisor from amongst the IDM primary faculty.
- C. GPA: A grade point average of at least a B (GPA = 3.0) and a satisfactory (S) must be maintained. **A student with full graduate status is automatically placed on probation whenever their cumulative graduate GPA falls below 3.0.** When a student's GPA falls below 3.0 the student, advisor, and department receive notice from the school's Performance Committee. If a student has a cumulative GPA below 3.0 for two consecutive terms, they may be dismissed from the program. Students must have a cumulative GPA of 3.0 or above to be eligible to take the comprehensive examination, and to graduate.
- D. Grade Requirement: A grade of B or better must be maintained for all school-wide required courses in a student's academic program (see summary of requirements above). If a grade of C is earned in either a department program required course or an elective course, the Pitt Public Health Educational Policies and Curriculum Committee recommends that the student and advisor meet to discuss the grade and that the student be strongly encouraged to re-take the course. However, this final decision is up to the advisor and the student. If a grade below a C is earned, that student must repeat the course: <https://www.sph.pitt.edu/academics/forms-handbook/academic-handbook/course-requirements>.
- E. Provisional Admission: In addition to the requirements for regular students, provisional students must fulfill the other requirements of admission by the end of the first or second term of study at which time they will be re-evaluated and either accepted as a regular student or dismissed from the program.
- F. Comprehensive Exam: Successful completion of the master's comprehensive examination is required.
- G. Full Time Enrollment: Normally, full-time students should register 9-15 credits per semester.
- H. Course Level for Credits: Courses are required to be at the graduate level (the 2000 or 3000 series). **No courses below 1000 or from 7000-7999 may be applied toward graduate requirements.**
- I. Degree Conferral: master's degrees are conferred only to those students who have completed all course requirements with at least a 3.0 GPA and have completed a successful thesis defense.

- J. **Graduation Requirements:** A student who has completed all course requirements for a graduate degree but has not fulfilled other requirements (e.g., writing of a thesis) is required - if University facilities or faculty time are being used - to register for at least one credit each term, or for a greater number of credits as the school or department considers appropriate.
- K. **Degree Completion Timeline:** Full-time students are expected to complete their degree within two (2) years after admission to the program. It is recommended that part-time students complete their degree within 3-4 years after admission to the program. (University policy stipulates that “All requirements for MA and MS degrees must be completed within a period of four consecutive calendar years from the student's initial registration for graduate study; all requirements for professional master’s degrees, in five years.”)

IV. SUGGESTED SEQUENCE OF COURSES

Note: Full-time MS students cannot register for less than 9 credits until the spring term of their second year. A total of 36 credits are required.

FIRST YEAR

Fall Term

Course Number	Course Name	Credits
EPIDEM 2110	Principles of Epidemiology	3
IDM 2003	Host Response to Microbial Infection	2
IDM 2021	Special Studies in Microbiology (Lab Rotation I)	4
IDM 2023	Microbiology Laboratory	2
IDM 2025	Microbiology Seminar	1
PUBHLT 2022	Public Health Grand Rounds	0
Elective(s) as appropriate		

Spring Term

Course Number	Course Name	Credits
EPIDEM 2161	Methods of Infectious Disease Epidemiology	1
IDM 2014	Functional Genomics of Microbial Pathogens (E)	3
IDM 2021	Special Studies in Microbiology (Lab Rotation II)	3
IDM 2025	Microbiology Seminar	1
PUBHLT 2011	Essentials of Public Health	3
PUBHLT 2022	Public Health Grand Rounds	0
Elective(s) as appropriate		

STUDENT CHOOSES LAB/ADVISOR IF ROTATED

MASTER’S COMPREHENSIVE EXAMINATION (TYPICALLY in JUNE)

SECOND YEAR

Fall Term

Course Number	Course Name	Credits
IDM 2021	Special Studies in Microbiology (Thesis Research)	3
IDM 2025	Microbiology Seminar	1
BIOST 2041	Introduction to Statistical Methods I	3
IDM 2022	Special Topics	3
Elective(s) as appropriate		

Spring Term

Course Number	Course Name	Credits
IDM 2021	Special Studies in Microbiology (Thesis Research)	3
IDM 2025	Microbiology Seminar	1
Elective(s) as appropriate		

V. EXAMINATION REQUIREMENTS

Master's Comprehensive Examination

Description of the Examination

The purpose of the comprehensive examination is to test the student's knowledge and thinking skills in areas related to their didactic program of studies. The following is excerpted from the University's [Regulations Pertaining to Master's Degrees](#).

"Comprehensive Examination. MA or MS degrees are conferred only upon those students who, in one or more comprehensive examination or the equivalent, show that they have mastered the general field of their graduate study".

Examination Format

The format of the master's comprehensive examination is the presentation and **critique** of a recently published paper to a faculty examination committee. The MS Program Director will select a group of papers for the examinations each year and assign them to the individual students. The papers will have been published recently (within 1-2 years of the examination) and will not directly pertain to the student's anticipated thesis work. The exam will be divided into two sections. *

1. The first hour will be spent primarily on the selected paper. The student shall prepare an analysis and critique of the paper for oral presentation. The exam consists of the oral presentation of the data with figures from the paper along with a **critique** (no longer than 50 minutes) followed by a series of questions from the committee members designed to determine if there is a solid understanding of the background of the study, actual data, the potential flaws, the advantages and limitations of techniques involved, and the implications of the results for the field.
2. The second hour will be spent asking more comprehensive questions. Any subject area from the paper that is related to the classes taken by the students can be included in this part of the comprehensive exam. The committee shall vote pass/fail with a simple majority sufficient for a passing grade. Note: Students are allowed to bring a clean copy of the paper and a notebook with them to the actual exam and nothing else.

* *The format above is merely a guideline. The examination committee can interrupt the presentation and ask questions at any point during the 2-hour time period.*

Governance of the Examination Committee

The comprehensive examination is taken at the end of the first academic year, typically in June. Students must take the exam when it is scheduled. It is anticipated that one week in June will be identified for this examination with enough advance notice for faculty and students to plan accordingly. The MS Program Director selects the examination committee members, including the Chairs. The committee will adhere to the [Committee Composition Rules](#) dictated by the school. The committee conducts the examination in four weeks (minimum) after distribution of the paper to the student by the MS Program Director. An information session for the students will be held before the exam. For part-time students, the timing and scheduling of the exam will be determined following approval by the Program Director and will be based on individual circumstances.

Re-examination Procedure

If the student fails the MS comprehensive exam, the student may appeal to the Director of IDM Academic Programs by submitting a written request via email. If granted, the MS Program Director will select one new committee member to serve on the re-examination committee and will keep the original Committee Chair if possible. The exam format and scientific paper will remain the same. Students who are not permitted to retake the examination or who do not pass the re-examination will be released from the program.

VI. THESIS REQUIREMENTS

Thesis Committee

The members of the thesis committee are selected by the student in conjunction with input from their faculty advisor. Pitt Public Health and the University of Pittsburgh have established [Committee Composition Rules](#) for which students must adhere.

Once the committee members are identified, the student is responsible for notifying the IDM Student Services Specialist of the **proposed** committee members. A memo requesting approval of the student's committee is sent to the Director of Student Affairs.

Committee meetings cannot be held until the committee is approved by Student Affairs. The IDM Student Services Specialist will notify the student and their faculty advisor upon approval. The student is responsible for scheduling the committee meetings.

If a conference room or audio-visual equipment is needed, the student must contact the IDM Student Services Specialist in advance of the meeting to reserve the room and/or equipment. Regardless of whether the student requires assistance for the meeting, they are to notify the IDM Student Services Specialist of their meeting date to ensure that the appropriate paperwork is completed at the meeting. For full-time students, the first thesis committee meeting is to be held within **five (5) months** of passing the MS comprehensive examination. **Note: Part-time students may have their first committee meeting before their comprehensive exam with approval from the program director. The student and the MS Program Director should also identify an IDM faculty member to serve as co-advisor if their major advisor is a non-IDM faculty member.**

First Thesis Committee Meeting

After passing the master's comprehensive exam, the student must hold a thesis committee meeting and submit a research proposal for approval. Since the comprehensive examination is usually held in June, the **first thesis committee meeting must be held by mid-November. Note: Students must submit a research proposal to all thesis committee members two (2) weeks in advance.**

Information to include in the thesis proposal:

- A. Project significance and background
- B. Specific aims
- C. Preliminary data
- D. Research methods/design

Proposal Format:

- 1. 6-10 pages
- 2. Double spaced with 1" margins
- 3. Helvetica or Arial font

Thesis Format

The format will include a narrative and tables/figures of the research and will be similar in format to that of a traditional doctoral dissertation. A student must be registered for at least one credit during their term graduating. An inactive student must be readmitted and registered for three credits to graduate.

The student's thesis must provide evidence of original scholarly research. The student's thesis committee will meet when the student's research is nearing completion and will authorize them to begin writing the thesis.

At this time, students should make certain that all required courses (**total of minimum 36 credits**) have been taken. This can be verified by the IDM Student Services Specialist. The style and format of the thesis must conform to the standards set forth by the Graduate Council as shown below.

The thesis will contain:

- A. Title Page
- B. Abstract
- C. Introduction (related literature review)
- D. Statement of the Project
- E. Specific Aims
- F. Materials and Methods
- G. Results
- H. Discussion
- I. Literature Cited (follow ASM Journal style)

Students could substitute items F and G with published articles or articles that have been submitted for publication of their thesis work. In that case, exhaustive literature review in the introduction may not be necessary. However, a sufficiently complete introduction of the research objectives and background are still necessary. Additional results not included in the publications can be included as a separate chapter in the results section, although this is not the only way they can be appropriately included in the thesis. The discussion should include the overall conclusions and implications of the results (published and unpublished). The future direction of the project, based on the results, should also be mentioned in the discussion section. Note: All these are to be structured following the [Electronic Thesis and Dissertation \(ETD\) policies](#) set forth by the University. Details can be obtained through Pitt Public Health Student Affairs.

Thesis completed by IDM alumni are available online via the [University of Pittsburgh D-Scholarship System](#).

Thesis Presentation and Defense

Upon completion of the thesis work, the students will present their work in a seminar and defend their dissertation in an oral examination. The student is responsible for scheduling the presentation and defense of their master's thesis. **Note: Students must submit the thesis to all committee members two (2) weeks in advance.** Noncompliance with this rule could necessitate rescheduling of the defense date.

Submission of Thesis Copy

Students must submit one copy of the approved final bound thesis to the student's faculty advisor no later than one week after the semester ends.

VII. SPECIAL NOTE TO PART-TIME STUDENTS

Scheduling of required course work and exams to graduate in a timely fashion.

It is recommended that part-time students complete their degree within 3-4 years after admission to the program. Part-time students should be enrolled for a total of 6 credits each semester, but students can maintain part-time status by registering for 1-8.5 credits.

Since each part-time student is presented with a unique situation, it is difficult to have a standard schedule designed to cover everyone's individual needs. This is also complicated by the fact that certain required and prerequisite courses are only offered during specific times and semesters throughout the year. The department recognizes that this can present various logistical hurdles. The Program Director will serve as the primary academic advisor and offer guidance to help the student navigate scheduling challenges. This may also include adjusting the timing of the comprehensive exams. If a student cannot take a required course as

suggested, or if they do not have the required courses needed to take the comprehensive exam during the regularly scheduled dates, they should discuss their situation with the Program Director, who will help to arrange alternatives. In some cases, another graduate level class may be used to substitute for a listed required course upon permission from the director of the required course and the MS Program Director, and comprehensive exams can be arranged to be taken outside of the standard dates.

Comprehensive Exam for Part-Time Students

Students should complete 26 credits before they take the comprehensive exam. To ensure you take the correct courses to prepare for the exam, consult your advisor and/or the MS Program Director.

Seminar/Journal Club Requirement (IDM 2025)

Part-time students must register for IDM 2025 for three (3) semesters. To receive credit, part-time students can do the following:

1. Attend the regular Monday and Wednesday seminars and journal clubs
2. Attend a seminar outside of the department that is comparable to IDM seminar, totaling 15 hours, and write an abstract about each seminar attended. Return abstracts to the IDM Student Services Coordinator to ensure the requirement is fulfilled. Submit course substitution form to your advisor and program director.

Note: Option number 2 is ONLY available to part-time students. All full-time students must attend the department seminar/journal club.

MASTER OF PUBLIC HEALTH (MPH-MIC) PROGRAM INFECTIOUS DISEASE MANAGEMENT, INTERVENTION, AND COMMUNITY PRACTICE

I. COMPETENCIES

Upon completion of the MPH-MIC degree, the student will be able to:

- Develop knowledge related to domestic and global infectious disease pathogenesis, prevention, clinical diagnosis.
- Describe stigma and the impact on the prevention and control of infectious diseases.
- Demonstrate knowledge and approaches for clinical, behavioral, biomedical interventions, and advocacy to impact the prevention, control, and/or elimination of infectious diseases and intersecting clinical conditions, populations, and environments.
- Develop, implement, or evaluate infection prevention in clinical settings, including surveillance, containment, and policies for prevention, control, and intervention.
- Synthesize skills and knowledge of infectious disease research, practice or policies as applied to infectious clinical conditions, outbreaks/clusters in clinical, and/or community healthcare settings.
- Describe and discuss evidenced-based approaches to the prevention and treatment of infectious diseases.

II. SUMMARY OF REQUIREMENTS

A. Courses

Course number	Course name	Credits
BCHS 2509	Social and Behavioral Sciences and Public Health	3
BIOST 2011 OR BIOST 2041	Principles of Statistical Reasoning Introduction to Statistical Methods	3
EOH 2013	Environmental Health and Disease	2
EPIDEM 2110	Principles of Epidemiology	3
HPM 2001	Health Policy and Management in Public Health	3
PUBHLT 2022	The Dean's Public Health Grand Rounds (two terms)	0
PUBHLT 2015	Public Health Biology	2
PUBHLT 2033	Foundations in Public Health	1
PUBHLT 2034	Public Health Communications	2
PUBHLT 2035	Applications in Public Health	2
IDM 2007 OR IDM 2068	Public Health Communicable Disease Practicum Infection Prevention and Control Practicum/Internship	3
IDM 2021	Special Studies in Microbiology	2-3
IDM 2025	Microbiology Seminar	1
IDM 2032	Human Diversity and Public Health	2
IDM 2034	Control and Prevention of HIV/AIDS	2
IDM 2038	Prevention, Treatment, and Control of Global Infectious Diseases	3
IDM 2069	Infection Prevention and Control in Health Care Settings	2
Electives	<i>See list of suggested electives</i>	5-6

++ IDM 2069 is pre-requisite for IDM 2068 and must submit application and be accepted. This internship can take the place of IDM 2007 (Public Health Communicable Disease Practicum)

Required Course Exemptions: If you have earned a graduate degree and have completed a similar course, you must follow the instructions on Appendix G to obtain exemption from a required course. Procedures are different for department course exemptions and school-wide course exemptions.

Elective Courses

(* = Requires appropriate prerequisite course(s) and/or co-requisite course(s) – See Appendix B) (# = requires Departmental consent – See Appendix F for instructions)
 (+ = course would replace student’s IDM 2007 practicum requirement)

The next page has some suggestions; however, you are strongly encouraged to identify appropriate electives that are most related to your clinical, research, or career goals. These electives can be chosen from graduate courses offered in any school within the University upon approval of your advisor, the Program Director, and the course coordinator. Listed below are EXAMPLES for electives. Students are free to take electives outside of the School of Public Health within the other Health Science Schools and Arts and Sciences provided that they are infectious disease related. Please contact your advisor for additional suggestions and approval of courses.

Course Number	Course Name	Credits	Semester Offered
BCHS 2520	Theories of Health Behavior & Health Education	3	Fall/Spring
BCHS 2523	Public Health Program Planning & Proposal Writing	3	Fall/Spring
BCHS 2525	Introduction to Applied Research	3	Fall/Spring
BCHS 2558	Health Program Evaluation	3	Spring
BIOST 2062	Clinical Trails: Methods & Practice	3	Spring
EPIDEM 2181	Design & Conduct of Clinical Trials	2	Fall
EPIDEM 2153	Analytical Methods Across Physical Activity Data Collection Modes	2	Spring
EPIDEM 2260	Epidemiological Basis Disease Control	3	Fall
HPM 2012	Financial Management Foundations Health Care and Public Health	3	Fall
HPM 2049	Human Resources Management for Health Care and Public Health Professionals	2	Spring
HPM 2145	Marketing Health Services Strategy & Business Plans	3	Fall
HPM 2064	Health Policy Analysis	2	Spring
IDM 2035	Advanced Vector-Borne Infectious Diseases	2	Spring

B. Practicum

Each student is required to complete a public health focused practicum IDM 2007 or IDM 2068 (see above). A practicum is a structured and educationally supervised assignment at an approved clinical, practice, service, or policy site with an experienced professional who provides mentoring for the student. Planning for the practicum should begin with the student’s advisor as soon as the program starts. Students may start their practicum after their first semester of study.

Students must spend a minimum of 200 hours at the practicum or internship site and complete all necessary paperwork for the department and practicum location. This includes [practicum learning agreement form](#), [self-evaluation form](#), and [preceptor evaluation form](#). All completed forms must be submitted to your advisor and the IDM Student Services Specialist and must be on file to qualify to graduate. Student must upload practicum or internship deliverables to their [ePortfolio](#).

Important: Students in the MIC program can choose to take IDM 2068 (Infection Prevention and Control Internship) to meet the requirements for a practicum for the MPH program in IDM. Please note that there are limited slots available for the IDM 2068 Internship.

Students must apply, be interviewed, and accepted into the internship for available internship slots at UPMC

infection prevention hospital sites. IDM 2068 internship must be taken in the Summer Term of the first year. This is a structured infection prevention immersion experiential course that prepares students to take the aCIC infection prevention certification examination. Students must be available on Monday, Tuesday, Wednesday, Thursday during the entire Summer Term to be eligible to take the IDM 2068 Internship.

Important: Students can infection prevention projects as part of the traditional IDM 2007 (Practicum) if available during other semesters. This is not a structured experience but an opportunity to conduct infection prevention projects.

C. Thesis/Essay

Students must complete a thesis or essay to graduate from the program. Both products are scholarly works that must meet requirements. Students are required to select three competencies (2 foundational and 1 program-specific) that will be integrated and synthesized in their essay. Students complete an [ILE agreement form](#) to document the competencies they will address in their essay prior to the start of their essay writing. The student must present their essay/thesis to their committee in an oral presentation that is open to other faculty, staff, and students from the department and school to attend. The essay/thesis final defense/presentation must be completed at least 2 weeks prior to graduation. Upon submission of the essay, the student will complete an [ILE assessment form](#) with their advisor indicating the competencies attained in their essay. The student advisor signs off on the synthesis and integration of competencies in the essay. Students are advised to begin work on essay/thesis during the 2nd semester of study to meet the deadlines and address unanticipated delays and challenges. See *Essay/Thesis Requirements*.

III. PITT PUBLIC HEALTH REGULATIONS FOR ALL MPH STUDENTS

For additional guidance refer here: <https://www.sph.pitt.edu/academics/forms-handbook>

- A. ***Thesis/Essay Mentor:*** All students must choose their thesis/essay mentor from the IDM primary and secondary faculty.
- B. ***Credit Requirement:*** A minimum of 42 credits of graduate study is required for MPH degrees in Pitt Public Health.
- C. ***GPA:*** A grade point average of at least a B (GPA = 3.0) and at least an “S” in Pitt Public Health core courses which make up the program for any graduate degree must be maintained. **A student with full graduate status is automatically placed on probation whenever their cumulative graduate GPA falls below 3.0.** When a student’s GPA falls below 3.0 the student, advisor, and department receive notice from the school’s Student Performance Committee. If a student has a cumulative GPA below for two consecutive terms, they are likely to be dismissed from the program. Students must have a cumulative GPA of 3.0 or above to be eligible to graduate.
- D. ***Grade Requirement:*** A grade of B or better must be maintained for all school wide core courses required in a student’s academic program (see summary of requirements above). If a grade of C is earned Pitt Public Health Educational Policies and Curriculum Committee recommends that the student and advisor meet to discuss the grade and that the student is strongly encouraged to re-take the core course. However, this final decision is up to the advisor and the student. If a grade below a C is earned, that student must repeat the course.
- E. ***Essay/Thesis:*** Completion of a satisfactory essay or thesis.
- F. ***Full-Time Status:*** Full-time students should register for 9-15 credits per semester.
- G. ***Degree Completion:*** Full-time students are expected to complete their degree within 2 years after admission to the program. It is recommended that part-time students complete their degree within 3-4 years after admission to the program.

- H. *Thesis/Essay* If a thesis is completed, copies of the approved signed bound thesis are required to be submitted to the faculty advisor and the IDM academic office. The finalized electronic thesis (ETD) must also be submitted to the Pitt Public Health Office of Student Affairs. If an essay is completed copies of the approved signed bound essay are required to be submitted to the faculty advisor, IDM academic office, and Pitt Public Health Office of Student Affairs.

IV. CURRICULUM

The program is designed to prepare public health professionals who can define, assess, and develop interventions for individuals, program agencies, and communities regarding prevention, treatment, care, and other interventions with particular focus on infection prevention in infectious diseases. The aim of the curriculum is to address critical infectious diseases, public health issues in urban, rural, medically underserved areas, and international settings.

The program prepares public health professionals to conduct programmatic, clinical, research, interventions for specific populations, communities, and settings through community capacity building, evidenced based interventions, education, infection prevention, to clinical care settings, public health departments, county or state and government agencies, institutions, community-based organizations, NGOs, hospitals, and other settings regarding infectious diseases.

The curriculum utilizes a conceptual framework which incorporates epidemiology, surveillance, prevention, clinical treatment, prevention, psychosocial intervention, and environmental intervention within clinical, community, agency, and other settings where infectious disease must be addressed.

Each student is expected to attain knowledge and skill in the following areas:

- Epidemiology of communicable diseases in the US and worldwide
- Infection prevention in health care settings including hospitals, long-term care and other community settings
- Communicable disease laboratory diagnosis and monitoring
- Diagnosis, treatment of infectious diseases
- Syndemics of infectious diseases
- Infectious disease prevention, clinical treatment, and care
- Global and emerging infectious diseases including COVID 19
- Individual, social, and community disease control and treatment
- International models for communicable disease control and treatment
- Diversity issues within the context of infectious disease prevention
- Educational and evidenced based approaches and interventions, prevention and treatment within specific populations
- Psychosocial factors influencing individual and community behaviors.
- Development and implementation of culturally appropriate programs
- Policy development and advocacy
- Collection, analysis, and interpretation of relevant data
- Evaluation of individual and community focused interventions.

V. SUGGESTED SEQUENCE OF COURSES

Note: Full-time MPH students cannot register for less than 9 credits until spring term of their second year. A total of 42 credits are required.

FIRST YEAR

Fall Term

Course Number	Course Name	Credits
IDM 2032	Human Diversity & Public Health	2
IDM 2034	Prevention and Control of HIV/AIDS	2
<i>IDM 2025</i>	<i>Microbiology Seminar/Journal Club</i>	<i>1</i>
PUBHLT 2015	Public Health Biology	2
PUBHLT 2022	Public Health Grand Rounds	0
PUBHLT 2033	Foundations of Public Health (Online)	1
BCHS 2509	Social and Behavioral Sciences and Public Health	3
EPIDEM 2110	Principles of Epidemiology	3
<i>IDM 2021</i>	<i>Special Studies/Essay/Thesis</i>	<i>1</i>

Spring Term

Course Number	Course Name	Credits
IDM 2069	Infection Prevention in Healthcare Settings	2
IDM 2038	Prevention, Treatment and Control of Global Infectious Diseases	3
<i>IDM 2025</i>	<i>Microbiology Seminar/Journal Club</i>	<i>1</i>
<i>IDM 2021</i>	<i>Special Studies/Essay Thesis</i>	<i>1</i>
PUBHLT 2022	Public Health Grand Rounds	0
PUBHLT 2034	Public Health Communications	2
BIOSTAT 2011	Principles of Statistical Reasoning	3
Elective(s)		

SECOND YEAR

Fall Term

Course Number	Course Name	Credits
IDM 2068 OR	*Infection Prevention Internship (Internship work to be completed in Summer)	3
IDM 2007	Practicum (Internship work to be completed in Summer or Fall)	
<i>IDM 2025</i>	<i>Microbiology Seminar/Journal Club</i>	<i>1</i>
<i>IDM 2021</i>	<i>Special Studies/Essay Thesis</i>	<i>1</i>
PUBHLT 2035	Applications in Public Health	2
EOH 2013	Environmental Health & Disease	2
HPM 2001	Introduction to Leadership, Management & Policy in Public Health	3
Elective(s)		

*These practica/internships can be taken in summer term and recorded for credit and tuition in the Fall term of the 2nd year of study

Spring Term

Course Number	Course Name	Credits
IDM 2021	Special Studies/Essay Thesis	2
IDM 2007	Practicum (if not taken earlier)	3
IDM 2025	Microbiology Seminar/Journal Club	1
Elective(s)	Elective/Certificate	1-12

VI. ACADEMIC MONITORING AND ADVISING

At the beginning of the first semester of study, each student will be assigned an academic advisor who will guide the student in curriculum requirements, thesis/essay requirements, and other academic issues.

1. Student responsibility to academic advisor

- The student must schedule ongoing meetings with academic advisor (call, email to get appt)
 - Four sessions during first year
 - Monthly sessions in second year
- Take advantage of your advisor's regularly scheduled office hours or schedule a meeting
- Any change in the selected concentration of study within the MPH program must be approved within the first semester of study in collaboration and approval of: MPH-MIC Academic advisor and Program Director along with the Academic advisor and Director of another program.

2. Student responsibility for academic progress

- Schedule an appointment in advance with an advisor during the beginning of the academic year and each semester of study.
 - Use email and phone to communicate with your academic advisor.
 - If communication problems occur, contact the MIC program director via phone, email or stop by the Director's office.
- Possess and continuously review the current program outline, course sequencing, and offerings for your program of study and bring to meetings to discuss with your academic advisor.
- Complete registration forms and obtain academic advisor signature in a timely manner.
- Keep academic advisor informed immediately of any issues that may impede your progress.
- Monitor University of Pittsburgh academic transcript. Each semester, the student should obtain a copy of their transcript through PeopleSoft to assure that all credits for required courses completed have been properly recorded.
- Students may request a change in their academic advisor. The change request for a new academic advisor must be completed and submitted to the MPH-MIC Program Director.

3. Student responsibility for research related to thesis or essay

- All MPH students must complete the on-line IRB module during the first semester of study. Please visit this website for training requirements: <http://www.citi.pitt.edu/citi/>, and create an account through this website: <https://www.osiris.pitt.edu/>
- The student must discuss their planned thesis or essay with their academic advisor by the **end of the first semester to begin**
 - Begin the process for IRB submission if needed and develop the draft thesis/essay form for submission to Student Affairs
 - Formation of the thesis/essay committee for submission for approval to student affairs,
 - [Committee Composition Rules](#)**Important: The student must identify the members of their committee and convene their committee before beginning any data collection to obtain. Approval of topic, research questions, methods must occur before proceeding.**

- All MPH students must complete the research integrity modules during the first semester of study. A copy of the completion certificate must be sent to their advisor for inclusion in your academic file **and before thesis/essay proposal can be approved.**

4. Student required participation in scheduled academic events.

- All second-year MPH students must present a poster on their research or practice at the departmental Research Day.
- All MPH students are required to attend the fall departmental Research Day. Failure of students to participate in the fall research day will result in disqualification for any departmental or Pitt Public Health academic awards or travel grants.
- Students must participate in formal in-person and/or virtual meetings scheduled with the MPH Program Director and/or IDM faculty for academic communication.

VII. PRACTICUM REQUIREMENTS

MPH students are required to engage in an infectious disease public health focused practicum. The practicum must be related to infectious diseases specifically. Students register for 3 credits of IDM 2007: Practicum. The practicum is a structured and educationally supervised assignment at an approved practice, service, or policy site with an experienced clinical, public health, research, or practice professional within academic, organizational, education, clinical practice, or community settings.

Students work with their advisor and practicum preceptor to identify five competencies that will be attained throughout the practicum and two practical non-academic work products (deliverables) to be completed for the benefit of the organization/agency. At least three of the five competencies must be CEPH foundational competencies, and at most two competencies MPH program competencies.

It is aimed to identify and apply theoretical frameworks, interventions, best practices and skills discussed in the classroom to the infectious disease related clinical, hospital, infectious disease related behavioral health approaches, and infectious diseases community health fields. This activity provides the student with hands-on experiences within these settings to acquire new skills, approaches to public health issues, leadership, capacity building, advocacy, and other skills and competencies. The practicum site choice is based upon recommendations by faculty advisor, networking, and the career goals of the student. A list of past practicum sites with contact information is available in the IDM Student Services Specialist's office.

MPH students are required to submit a practicum ePortfolio documenting the attainment of competencies and completion of work products. For the latest information on the practicum e-portfolio, please visit: [MPH e-Portfolio | School of Public Health \(pitt.edu\)](#). Access to your ePortfolio will be available even after students graduate for use in job search. Contact the program director for more information.

Practicum Site Selection (IDM 2007)

The student has the primary responsibility for identifying potential practicum sites in collaboration with their faculty advisor who will officially approve the practicum site by signing the [Practicum Learning Agreement](#). The practicum cannot commence until this form is completed and signed by the Program Director and Academic Advisors. Students may start a practicum any time after the first semester.

1. The student schedules an appointment with faculty advisor to discuss potential practicum sites that align with the student's area of interest.
2. The student and faculty advisor meet and agree on a practicum site and complete the [Practicum Learning Agreement](#) before the start of the practicum.
3. Student contacts practicum site to ensure available practicum opportunities and notifies the advisor regarding any questions or concerns.
4. The student advisor contacts the preceptor if needed to review requirements including documentation and expectations for the student.
5. Student obtains the signatures of the practicum preceptor and faculty advisor on the [Practicum Learning Agreement](#) and submits form to the Program Director and IDM Student Services Specialist for student file.

Practicum Progress

1. Students provide status reports to their academic advisor on practicum progress.
2. Non-participation and unexcused absences within the placement agency will result in the student failing the practicum.
3. Students are expected to always follow the policies and procedures of the University of Pittsburgh and their practicum site.
4. Academic advisor communicates with the practicum mentor in person, by phone, or via web before the placement is approved and at least once during the placement.
5. The student and practicum mentor record hours to ensure they meet the 200-hour minimum requirement and complete the required evaluation forms (see below).
6. Upon completion, the practicum is graded on a letter grade.
7. Students may accept a stipend from the agency if available, but it is not required for an agency to be approved.

Infection Prevention Internship (IDM 2068)

As noted above, the student may apply to be accepted into the IDM 2068 Infection Prevention Internship. The student has the primary responsibility for applying for the internship with approval from their faculty advisor who will officially approve the internship by signing the [Practicum Learning Agreement](#). The practicum cannot commence until this form is completed and signed by the Program Director and Academic Advisors.

If accepted, this course takes the place of the IDM 2007 Practicum requirement. The specific goals of IDM 2068 are:

- Identify, describe, and obtain necessary skills function as a potential infection preventionist.
- Discuss and apply CDC NHSN Hospital associated infection (HAI) concepts and procedures.
- Discuss and integrate into practice the Centers for Disease Control and Prevention definitions of healthcare acquired infections, dynamics of electronic surveillance, regulatory environment and mandatory reporting to the state departments of health.
- Identify, implement, and develop skills in the application of emerging evidence-based interventions for HAI prevention.
- Describe and participate in the interprofessional team to review and discuss hospital outbreaks and the status of outbreak investigations.
- Acquire skills in the review of medical records including laboratory and microbiological data.
- Develop knowledge and skill in developing plans to investigate outbreaks and compile data in a reportable form for the infection control committee.
- Develop knowledge of the relevance of resistant microorganisms of importance in prevention control practice.
- Obtain knowledge in hospital infection control policies, patient isolation, for critical areas such as the intensive care units, clinical units, operating suites, and emerging infectious diseases.

Internship Progress

1. Students provide status reports to their academic advisor on practicum progress.
2. Non-participation and unexcused absences within the internship site will result in the student failing the practicum.
3. Students are expected to always follow the policies and procedures of the University of Pittsburgh and their internship site.
4. Academic advisor communicates with the IDM 2068 course directors by phone, email, or via web before the placement is approved and at least once during the placement.
5. Student and internship mentor record hours to ensure they meet the 200-hour minimum requirement.
6. Required evaluation forms (see below) are completed by mentor, student and included in the [ePortfolio](#).
7. Upon completion, the internship is graded on a letter grade.

Department Forms & Documentation

1. Pitt Public Health and the department requires the completion of the following forms and one report due at different times throughout your practicum experience. [Practicum Learning Agreement](#) – Completed in collaboration with faculty advisor and practicum mentor before your practicum starts. Obtain signatures and submit to the IDM Student Services Specialist. Upload a copy in your [ePortfolio](#).
2. [Practicum Mid-Point Student Self-Evaluation Form](#) – Completed at the mid-point of practicum. The student must submit the completed form to faculty advisor with a copy to the IDM Student Services Specialist.
3. [Practicum Mid-Point Evaluation Form for Site Preceptors](#) – Completed at the mid-point of practicum. Student will give their practicum mentor this form, and the student must submit completed form to faculty advisor with a copy to the IDM Student Services Specialist.
4. [End of Practicum Evaluation Form for Students](#) – Completed at the conclusion of your practicum. The student must submit the completed form to faculty advisor with a copy to the IDM Student Services Specialist.
5. [End of Practicum Evaluation Form for Site Preceptors](#) – Completed at the conclusion of practicum. Student will give their practicum mentor this form, and the student must submit completed form to faculty advisor with a copy to the IDM Student Services Specialist.

VIII. ESSAY/THESIS REQUIREMENTS

Thesis/Essay Committee and Topic

MPH students are required to submit a master's essay and register for 2-4 credits of IDM 2021: Special Studies. At the end of the student's first semester or beginning of the second semester, the student must select a topic and thesis/essay committee in collaboration with their faculty advisor. Each committee will have a thesis/essay chair, may or may not be the student's IDM faculty advisor.

However, this individual must be a member of the IDM faculty with a primary or secondary appointment in the department. Students and advisors are restricted to the [University rules for committee composition](#). Students work with their advisor to complete an ILE agreement form where they identify three competencies that will be integrated and synthesized through essay activities before starting their essay. Two competencies must be CEPH foundational competencies, and one competency must be an IDM-MIC MPH program competency. Upon submission of their essay, the student and their advisor will complete an ILE assessment form with the advisor verifying the integration and synthesis of competencies in the essay.

The thesis or essay are deemed scholarly work and a demonstration of the student's ability to conduct research or develop a comprehensive essay. The topic of this scholarly work must be in the field of infectious diseases related to any clinical, behavioral, infection prevention, policy, or systems aspects of infectious diseases. It must also be related to specific populations, patients, programs, institutions, agencies, or systems in either domestic or international settings. The standard of excellence for either an essay or thesis is the same and must demonstrate the ability develop a topic or hypothesis to explain or test to develop scientific evidence, best practices, procedures, approaches for a targeted setting, population or system.

The essay/thesis must meet appropriate academic standards and be written in a scholarly manner. The essay or thesis must be presented and approved by the thesis/essay committee 2 weeks before the end of the term in which the student expects to graduate. This presentation is open to other faculty, staff, and students and scheduled in advance by the IDM student services specialist. This also requires that the student provide the essay/thesis committee with the final document at least 7 business before the Essay/Thesis presentation. Failure to meet these requirements may result in committee refusal to review the documents resulting in delays in graduation. This delay may result in the need to take an additional semester and pay for at least 1 credit to complete all requirements for graduation.

The topic, thesis/essay chair, and committee are all approved in writing by completing the [ILE Agreement Form](#). Before collecting any data for the thesis/essay, students must complete, obtain signatures, and submit form to the IDM Student Services Specialist and obtain IRB approval if needed. The IDM Student Services Specialist will submit the committee to Student Affairs for official approval. The student and the advisor will be notified once the committee is approved.

Focus of Essay/Thesis

The thesis or essay must be in the field of infectious diseases. The thesis is original research done by the student independently or as part of an investigation of a problem, issue, practice, or policy identified. The thesis work aims for the student to demonstrate the ability to conduct research. This work may be related to the practicum or internship experience but not required.

Thesis or Essay Types (not entirely mutually exclusive, discuss with your faculty advisor)

1. Original investigation (Thesis):

This requires the formulation of a hypothesis related to an infectious disease topic and the collection and analysis of data to test the hypothesis. Existing data from other research projects can be used if written approval is obtained from the principal investigator of the study. Determination

of IRB submission must be agreed upon before work can commence. The student may choose to collect new data for a study. However, for a masters' thesis, time and cost may limit the scope of the research.

The research can take the form of a demonstration or pilot project with a demonstration of sampling, methodology, structure, analysis, and procedures which could be used in a more expanded and rigorous study. The thesis topic does not have to be related to a practicum experience but must be related to infectious diseases.

2. Program Evaluation (Essay or Thesis):

This type of thesis/essay is aimed at conducting a systematic evaluation of a program, agency or practice involving infectious diseases. Utilization of tested evaluation methods can be utilized including outcome-based, surveys, interviews, data collection, etc. aimed at assessing the challenges and strengths of a program or project within a specific clinical, community, hospital setting. This type of thesis/essay includes the development and recommendations for improvement in effectiveness, structure, design and/or change in objectives, goals, or metrics for a program.

3. Literature Review (Essay):

The relevant literature on a specific infectious diseases topic is reviewed, analyzed, and summarized in detail to create a definitive document that describes a problem, issue, policy, practice, etc. This is not a limited literature search but a comprehensive document that demonstrates competence in evaluation, analysis, and synthesis of content.

4. Policy Analysis (Essay):

This involves a review of relevant infectious disease federal, local, and agency policies (legislation, regulations, best practices, guidelines, bylaws, etc.) for analysis, prioritization, and synthesis to develop a document that outlines the implications for services, system, planning, and policy in infectious diseases. Such essays would include recommendations for changes in policies for a specific agency, program, institution, government agency or the legislature.

5. Program Development (Essay):

This type of essay focuses on the development of a specific infectious disease program, plan, or initiative for a specific agency, department, or institution based upon an identified need or issue. The essay identifies and describes a specific plan of action, procedures, and policies to address the need or issue. The essay may be prepared for presentation verbally or in writing to the agency, department, or institution for their use and the MPH essay requirement.

6. Management Issue Analysis (Essay or Thesis):

This essay/thesis requires the collection and analysis of data related to specific infectious disease programmatic, organizational or management issue that exists in a healthcare, governmental, community agency or organizations responsible for infectious disease related clinical care, behavioral health, prevention, or other programs. This work could also analyze a management decision (institution of a new program, restructuring of staff, etc.) which may include a review of relevant management approaches and principles, evaluation of the effects of the decision on agency structure, functioning and service delivery.

Essay/Thesis Committee Meeting

Please adhere to the timelines in Appendix C and Appendix D

Students must meet with their Primary Academic Advisor in-person for approval of their essay committee. If the primary academic advisor is not the chair or member of the essay committee, the academic advisor must be kept informed by the student of progress monthly by email or phone. Students must submit an abstract of the project to all committee members when asking them to serve on their committee. An initial meeting of the essay committee must be convened by Zoom or in person during the 2nd semester of study. The abstract form is included in the [ILE Agreement Form](#). The final in person presentation of the essay must occur 2 weeks before MPH graduation deadline.

Thesis Committee Meeting

Students completing a thesis must meet with their committee members in person adhering to the same timeline as above. The student's academic advisor may or may not be the thesis chair or member. If the academic advisor is not the thesis chair, the student must keep the academic advisor informed of progress. In addition to the abstract in the [ILE Agreement Form](#), students doing a thesis need to submit a proposal to the committee at the formal meeting to obtain initial approval to move forward. This can be done in-person or via Zoom or other distance-based platforms.

The proposal for a **thesis** will consist of:

1. Introduction
2. Hypothesis
3. Review of relevant literature
4. Proposed methodology

The proposal for an **essay** will consist of:

1. Introduction
2. Problem/research questions/issues
3. Review of the relevant literature
4. Proposed methodology

Prior to the first committee meeting, students must submit their research proposal to all thesis committee members two (2) weeks in advance. After the first meeting, it is up to the student to send drafts to their academic advisor and committee members. Students should develop a timeline for draft completion and submit to their thesis/essay chair for review and approval.

Institutional Review Board (IRB)

All thesis/essay work involving human subjects must have IRB approval. Please discuss this with your IDM academic advisor and your thesis/essay chairperson. Refer to the University of Pittsburgh IRB website: <http://www.irb.pitt.edu/>. During the first semester of study, students must complete the University of Pittsburgh online research modules <https://cme.hs.pitt.edu> and the successful completion certificate (copy) of each module will be provided to the Faculty Advisor. Students must maintain the original copy in their ePortfolio for future reference and documentation for IRB submission.

Thesis/Essay Format

These scholarly works should be written in a clear, concise prose, utilizing the Style and Form Manual for Graduate Thesis and Dissertation Preparation at the University of Pittsburgh, for final preparation procedures. This is available through the Pitt Public Health Office of Student Affairs or (<https://etd.pitt.edu>). All students must adhere to the format outlined by the ETD system. For essay and thesis format and requirements, please read the [academic handbook](#). The most recent edition of the American Psychological (APA) Style Manual must be followed. Most theses or essays will include the following elements:

1. **Abstract:** A brief statement of the hypothesis (thesis), problem/research question(s), design, methodology, conclusions, and implications for public health.

2. **Introduction:** Includes a statement of the purpose and aims of the study. This includes either specific hypothesis (thesis) or problem/research questions (essay). Must also include a description of the problem's scope or issue and rationale for the study's focus.
3. **Review of relevant literature:** A comprehensive review that includes a synthesis of journal articles, books, and other documents that describe relevant findings and indicate gaps in knowledge which the study may attempt to address.
4. **Methods:** Includes a description of terms, assumptions, approaches to data collection and analysis; procedures, instruments to be used, informed consent, storage of data describing the specific the IRB approval process, and limitation of the study.
5. **Findings:** Describes review of the study results, including figures, tables, etc. and/or a summary of the evaluation, review, or intervention developed depending on the type of thesis/essay type selected (see above)
6. **Discussion:** Describes the implications of the results, synthesis of major trends, discussion of meaning of the data for the field, correlation with other studies from the literature review, and outlines areas for further investigation of research.
7. **Conclusions:** Includes a summary of major findings and their application based on the type of study (See above).
8. **Bibliography:** Includes all references in the document and must follow the APA format

Theses and essays completed by IDM alumni are available online via the [University of Pittsburgh D- Scholarship System](#).

Thesis/Essay Submission & Defense/Presentation

1. The committee determines if the student is ready to present the thesis for final defense. The defense cannot be scheduled until approved by thesis/essay advisor that the document is of sufficient completeness and quality.
2. The student may be required to complete additional data collection, analysis, or other development prior to final defense/presentation.
3. In collaboration with the advisor/committee chair, the date, time, and location of the final defense will be scheduled at least 1 month in advance. If a conference room or audio-visual equipment is needed, the student must contact the IDM Student Services Specialist in advance of the meeting to reserve the room and/or equipment.
4. Print and email copies of the thesis/essay will be made by the student and delivered to the office of all committee members 2 weeks prior to the date of the defense. The advance submission of the document must be a full 2 weeks excluding any holidays or semester breaks and fit within the schedules of participating committee faculty.
5. Per school-wide essay/thesis completion policy, only the Program Director can request an extension to complete work on the thesis/essay. Student Affairs will not grant extensions directly in response to student or advisor requests. Please read more about this policy.

Thesis/Essay Presentation:

1. Each student must present the completed thesis/essay in person to faculty and students once the thesis/essay advisor approves the document.
2. Students are expected to prepare a PowerPoint presentation of their thesis for presentation which must be submitted to their thesis/essay advisor for approval before presentation.
3. IDM Student Services Specialist schedules the location for the presentation.
4. Students must schedule this presentation one month in advance.
5. Student and their advisor must complete the [ILE Assessment Form](#).

Submission of Thesis/Essay Copies

Students must submit one copy of the approved final thesis to the student's faculty advisor no later than one week after the semester ends.

****Failure to comply with any deadlines for submission of documents, scheduling of defense, or submission of documents for approval by the thesis/essay advisor can result in the student being required to register for another semester of study and which may delay anticipated graduation term and need to register and pay for an additional 1 credit****

It is recommended that part-time students complete their degree within 3-4 years after admission to the program. Part-time students must be enrolled for 6 credits each semester to maintain part-time status. You cannot take the required courses as suggested, so you must work with the MPH-IPI Program Director to organize the sequence of classes.

Seminar/Journal Club Requirement (IDM 2025)

Part-time students must register for IDM 2025 – MPH Seminar for two semesters. To receive credit for the course, part-time students can do any one of the following:

1. Attend the regular Monday and Wednesday seminars and journal clubs with the rest of the department.
2. Attend seminars or retreats outside of the department, totaling 15 hours, and complete the Seminar Substitute form to return to IDM 2025 MPH Journal Club instructors for credit.
3. A combination of one and two is also permitted. For example, if you miss one or two classes, you can make those sessions up by attending an outside event.

Note: Options number 2 and 3 are ONLY available to part-time students. All full-time students must attend the department seminar/journal club.

MASTER OF PUBLIC HEALTH (MPH-PEL) PROGRAM

INFECTIOUS DISEASE PATHOGENESIS, ERADICATION, AND LABORATORY PRACTICE

I. COMPETENCIES

Upon completion of the MPH-PEL degree, the graduate will be able to:

- Discuss the general approaches used by successful microbial pathogens to establish disease.
- Suggest novel approaches to the prevention and control of infectious pathogens.
- Distinguish between the different types of host response mechanism and explain their relevance to various domestic and global infectious diseases.
- Differentiate between the various models of infectious disease spread in human populations.
- Analyze the unique molecular mechanisms used by infectious viruses to cause infection and evade immune response.
- Analyze and critique the current research literature on infectious disease pathogenesis.

II. SUMMARY OF REQUIREMENTS

A. Courses

Course number	Course name	Credits
BCHS 2509	Social and Behavioral Sciences and Public Health	3
BIOST 2041*	Introduction to Statistical Methods	
EOH 2013	Environmental Health and Disease	2
EPIDEM 2110	Principles of Epidemiology	3
HPM 2001	Health Policy and Management in Public Health	3
PUBHLT 2022	The Dean's Public Health Grand Rounds (two terms)	0
PUBHLT 2033	Foundations in Public Health	1
PUBHLT 2034	Public Health Communications	2
PUBHLT 2035	Applications in Public Health	2
IDM 2003	Host Response to Microbial Infection	2
IDM 2004	Viral Pathogenesis	2
IDM 2007	Public Health Communicable Disease Practicum	3
IDM 2010	Pathogen Biology	2
IDM 2021	Special Studies in Microbiology	2-3
IDM 2025	Microbiology Seminar	1
IDM 2161	Methods of Infectious Disease Epidemiology	1
Electives	<i>See list of suggested electives</i>	9-10

*Students wishing to take BIOST 2011 instead should consult their advisor before making this decision.

Required Course Exemptions:

If you have earned a graduate degree and have completed a similar course, you must follow the instructions on Appendix G to obtain exemption from a required course. Procedures are different for department and school-wide course exemptions. Exemptions from IDM courses for the MPH program are not permitted.

Elective Courses

Below are some suggestions; however, you are strongly encouraged to identify appropriate electives that are most related to your research area or career goals. These electives can be chosen from graduate courses offered in any school within the University upon approval of your advisor, the Program Director and the course coordinator.

Course Number	Course Name	Credits	Semester Offered
BCHS 2520#	Theories of Health Behavior & Health Education	3	Fall/Spring
BCHS 2523#	Public Health Program Planning & Proposal Writing	3	Fall/Spring
BIOST 2016*	Sampling Design & Analysis	3	Fall
EPIDEM 2160*	Epidemiology of Infectious Diseases	2	Fall/Spring
EPIDEM 2180*	Fundamentals of Epidemiological Methods	3	Spring
EPIDEM 2181*	Design & Conduct of Clinical Trials	2	Fall
EPIDEM 2260*	Epidemiological Basis Disease Control	2	Fall
IDM 2001	Molecular Biology of Microbial Pathogens	3	Fall
IDM 2014*	Functional Genomics of Microbial Pathogens	3	Spring
IDM 2021^	Special Studies in Microbiology (Lab Practice)	3	All
IDM 2022	Special Topics	1-3	Fall/Summer
IDM 2032	Human Diversity & Public Health	2	Fall
IDM 2034	Control and Prevention of HIV/AIDS	2	Fall
IDM 2035	Advanced Vector-Borne Infectious Diseases	2	Spring
IDM 2038	Prevention, Treatment, and Control of Global Infectious Diseases	3	Spring
IDM 2068 *##+	Infection Prevention and Control Internship	3	Fall
IDM 2069	Infection Prevention and Control in Healthcare Settings	2	Spring
IDM 3440*	Vaccines and Immunity	1	Spring
PUBHLT 2018*	Overview of LGBT Health Disparities	2	Fall
PUBHLT 2020*	Advanced Topics in LGBT Research	3	Spring

* Requires appropriate prerequisite course(s) and/or co-requisite course(s) – See Appendix B

Requires departmental consent – See Appendix F

^ If completing a lab rotation, please notify the Student Services Coordinator and register for 3 credits of IDM 2021.

B. Practicum

Each student is required to complete an Infectious Disease public health focused practicum. Practicum is a structured and educationally supervised assignment at an approved practice, service, or policy site with an experienced professional. Students may start their practicum after their first semester of study. Planning for the practicum should begin with the student's advisor as soon as the program starts.

Students must spend a minimum of 200 hours at the practicum or internship site and complete all necessary paperwork for the department and practicum location. This includes [practicum learning agreement form](#), [self-evaluation form](#), and [preceptor evaluation form](#). All completed forms must be submitted to your advisor and the IDM Student Services Specialist and must be on file to qualify to graduate. Student must upload practicum or internship deliverables to their [ePortfolio](#).

Students may instead choose to take the combination of IDM 2068 (Infection Prevention Internship) and IDM 2069 (Infection Prevention and Control in Healthcare Settings), subject to enrollment cap restrictions, to satisfy the practicum requirement instead of taking IDM 2007. Please note, however, that IDM 2069 is a prerequisite for IDM 2068 and students must therefore take both courses.

C. Thesis/Essay

Students must complete a thesis or an essay to graduate from the program. Students may conduct mentored laboratory or other research for this and receive course credit for the course IDM 2021 for each semester in which they do such research. Students may also use data obtained during their practicum for their

thesis/essay, but prior permission from the practicum site must be obtained and documented.

Students are required to select three competencies (2 foundational and 1 program-specific) that will be integrated and synthesized in their essay. Students complete an [ILE agreement form](#) to document the competencies they will address in their essay prior to the start of their essay writing. Upon completion of the essay, the student will complete an [ILE assessment form](#) with their advisor indicating the competencies attained in their essay. The student advisor signs off on the synthesis and integration of competencies in the essay.

III. CURRICULUM

The MPH program in PEL is designed to prepare public health professionals with skills in many areas, including immunology, microbiology, parasitology, and epidemiology and data analysis, to address critical problems in the prevention, control, and eradication of infectious diseases both globally and within the USA. Students will have gained expertise in infectious disease pathogenesis and epidemiology, their relationship to the control of infectious diseases, and the skills appropriate for careers within local and state health departments, federal agencies or global organizations conducting infectious disease surveillance and control programs. This MPH concentration utilizes a conceptual framework that brings together pathogen biology, immunology, and epidemiology within the broader framework of public health.

Each student is expected to demonstrate knowledge and expertise in the following areas:

- Biology of bacterial, viral, protozoan and metazoan pathogens
- Host response to infectious agents
- Ways of manipulating the host response by vaccination
- Epidemiology of infectious disease spread
- Acquisition and analysis of laboratory and community data on infectious pathogens
- Human behavioral practices and their effects on the spread of infectious diseases
- Current best practices and remaining challenges in the eradication of infectious disease

IV. SUGGESTED SEQUENCE OF COURSES

Note: Full-time MPH students cannot register for less than 9 credits until spring term of their second year. A total of 42 credits are required.

FIRST YEAR

Fall Term

Course Number	Course Name	Credits
BIOST 2041	Introduction to Statistical Methods I	3
EPIDEM 2110	Principles of Epidemiology	3
IDM 2003	Host Response to Microbial Infections	2
IDM 2010	Pathogen Biology	2
<i>IDM 2025</i>	<i>MPH Seminar</i>	<i>1</i>
PUBHLT 2022	Public Health Grand Rounds	0
PUBHLT 2033	Foundations of Public Health (Online)	1
Elective(s)	Elective opportunity/Certificate class	

Spring Term

Course Number	Course Name	Credits
BCHS 2509	Social & Behavioral Sciences and Public Health	3
EOH 2013	Environmental Health and Disease	2
HPM 2001	Introduction to Leadership, Management and Policy for Public Health	3
<i>IDM 2025</i>	<i>MPH Seminar</i>	<i>1</i>
PUBHLT 2022	Public Health Grand Rounds	0
IDM 2161	Methods in Infectious Disease Epidemiology	1
Elective(s)	Elective opportunity/Certificate class	

SECOND YEAR

Fall Term

Course Number	Course Name	Credits
IDM 2004	Viral Pathogenesis	2
IDM 2007*	Public Health Communicable Disease Practicum	3
IDM 2021	<i>Special Studies (Thesis/Essay)</i>	2-3
IDM 2025	<i>MPH Seminar</i>	1
PUBHLT 2034	Public Health Communications	2
Elective(s)	Elective opportunity/Certificate class	

Spring Term

Course Number	Course Name	Credits
IDM 2021	<i>Special Studies (Thesis/Essay)</i>	2-3
PUBHLT 2035	Applications in Public Health	2
Elective(s)	Elective opportunity/Certificate class	

*Students typically conduct the work for their practicum in the summer semester but register for the credit in the following fall semester.

Students who wish to complete the program in three semesters must take an average of 14 credits in each semester and should discuss their plans with their academic advisor as soon as possible on *matriculating into the program*.

V. PITT PUBLIC HEALTH REGULATIONS FOR ALL MPH STUDENTS

For additional guidance refer here: <https://www.sph.pitt.edu/academics/forms-handbook>

- A. Thesis/Essay Mentor: All students must choose their thesis/essay mentor from the IDM primary and secondary faculty.
- B. Credit Requirement: A minimum of 42 credits of graduate study is required for MPH degrees in Pitt Public Health.
- C. GPA: A grade point average of at least a B (GPA = 3.0) and at least an “S” in Pitt Public Health core courses which make up the program for any graduate degree must be maintained. **A student with full graduate status is automatically placed on probation whenever their cumulative graduate GPA falls below 3.0.** When a student’s QPA falls below 3.0 the student, advisor, and department receive notice from the school’s Student Performance Committee. If a student has a cumulative GPA below for two consecutive terms, they are likely to be dismissed from the program. Students must have a cumulative GPA of 3.0 or above to be eligible to graduate.
- D. Grade Requirement: A grade of B or better must be maintained for all school wide core courses required in a student’s academic program (see summary of requirements above). If a grade of C is earned Pitt Public Health Educational Policies and Curriculum Committee recommends that the student and advisor meet to discuss the grade and that the student is strongly encouraged to re-take the core course. However, this final decision is up to the advisor and the student. If a grade below a C is earned, that student must repeat the course.
- E. Essay/Thesis: Completion of a satisfactory essay or thesis.
- F. Full-Time Status: Full-time students should register for 9-15 credits per semester.
- G. Degree Completion: Full-time students are expected to complete their degree within 2 years after admission to the program. It is recommended that part-time students complete their degree within 3-4 years after admission to the program.

- H. Thesis/Essay If a thesis is completed, copies of the approved signed bound thesis are required to be submitted to the faculty advisor and the IDM academic office. The finalized electronic thesis (ETD) must also be submitted to the Pitt Public Health Office of Student Affairs. If an essay is completed copies of the approved signed bound essay are required to be submitted to the faculty advisor, IDM academic office, and Pitt Public Health Office of Student Affairs.

VI. PRACTICUM REQUIREMENTS

MPH students are required to engage in an Infectious Disease public health focused practicum. Students register for 3 credits of IDM 2007: Public Health Communicable Disease Practicum. Practicum is a structured and educationally supervised assignment at an approved practice, service, or policy site with an experienced professional. It is aimed to identify and apply theoretical frameworks and skills discussed and demonstrated in the classroom to the communicable disease/behavioral health field. This activity provides the student with hands-on experiences with community, research, clinical or organizational settings to learn new skills, approaches to public health issues, leadership, public health capacity building, advocacy, and other public health skills and competencies. Students work with their advisor and practicum preceptor to identify five competencies that will be attained throughout the practicum and two practical non-academic work products (deliverables) to be completed for the benefit of the organization/agency. At least three of the five competencies must be CEPH foundational competencies, and at most two competencies can IDM-PEL MPH program competencies. The practicum site choice is based upon recommendations by the faculty advisor and the career goals of the student. A list of past practicum sites with the contact information is available in the IDM Student Services Specialist's office.

MPH students are required to submit a practicum ePortfolio documenting the attainment of competencies and completion of work products. For the latest information on the practicum e-portfolio, please visit: <https://www.publichealth.pitt.edu/home/academics/academic-handbook-degree-requirements/mph-e-portfolio>. The access to your e-portfolio will be available even after students graduate so it can be used for job searching. Please check with your program director for more information.

Practicum Site Selection

The student has the primary responsibility for identifying potential practicum sites in collaboration with their faculty advisor who will officially approve the practicum site by signing the [Practicum Learning Agreement](#). Students may start a practicum any time after the first semester.

1. Student schedules appointment with faculty advisor to discuss potential practicum sites that fit the student's interest.
2. Student and faculty advisor meet and agree on a practicum site and complete the [Practicum Learning Agreement](#) before the start of the practicum.
3. Student contacts practicum site to ensure available practicum opportunities.
4. Student obtains the signatures of the practicum preceptor and faculty advisor on the [Practicum Learning Agreement form](#), and submits form to the IDM Student Services Specialist for student file.

Practicum Progress

1. Student provides status reports to their faculty advisor on practicum progress
2. Nonparticipation and unexcused absences within the placement agency will result in the student failing the practicum.
3. Students are expected to follow the policies and procedures of the University of Pittsburgh and the practicum site at all times.
4. Faculty advisor communicates with the practicum mentor in person, by phone, or via web before the placement is approved and at least once during the placement.
5. Student and practicum mentor record hours to ensure they meet the 200-hour minimum requirement.
6. The practicum is graded on a letter grade basis
7. Students may accept a stipend from the agency if available, but it is not required for an agency to be approved.

Department Forms & Documentation

Pitt Public Health and the department require the completion of the following forms and one report due at different times throughout your practicum experience:

Department Forms & Documentation

1. Pitt Public Health and the department requires the completion of the following forms and one report due at different times throughout your practicum experience. [Practicum Learning Agreement](#) – Completed in collaboration with faculty advisor and practicum mentor before your practicum starts. Obtain signatures and submit to the IDM Student Services Specialist. Upload a copy in your [ePortfolio](#).
2. [Practicum Mid-Point Student Self-Evaluation Form](#) – Completed at the mid-point of practicum. The student must submit the completed form to faculty advisor with a copy to the IDM Student Services Specialist.
3. [Practicum Mid-Point Evaluation Form for Site Preceptors](#) – Completed at the mid-point of practicum. Student will give their practicum mentor this form, and the student must submit completed form to faculty advisor with a copy to the IDM Student Services Specialist.
4. [End of Practicum Evaluation Form for Students](#) – Completed at the conclusion of your practicum. The student must submit the completed form to faculty advisor with a copy to the IDM Student Services Specialist.
5. [End of Practicum Evaluation Form for Site Preceptors](#) – Completed at the conclusion of practicum. Student will give their practicum mentor this form, and the student must submit completed form to faculty advisor with a copy to the IDM Student Services Specialist.
6. Student Report – Completed at the conclusion of practicum. Students must write a report of his/her activities during the field placement and submit it to the faculty advisor with a copy to the IDM Student Services Specialist.

VII. THESIS/ESSAY REQUIREMENTS

Thesis/Essay Committee and Topic

MPH students are required to submit a master's essay and register for 2-4 credits of IDM 2021: Special studies. At the end of the student's first year of study, the student must select a thesis/essay committee in collaboration with their faculty advisor. Each committee will have a thesis/essay chair, who may, but does not have to be, the student's IDM faculty advisor. This individual must, however, be a member of the IDM faculty. Students and advisors must follow the [University rules for committee composition](#). The topic of this scholarly work must be in the field of infectious diseases related to any clinical, behavioral, laboratory, environmental, policy, or systems aspects of infectious diseases as they apply to individuals, programs, institutions, or systems in both domestic and international settings. Students work with their advisor to complete an Integrative Learning Experience (ILE) agreement form where they identify three competencies that will be integrated and synthesized through their thesis/essay activities before starting their work. Two competencies must be CEPH foundational competencies, and one competency must be an IDM-PEL MPH program competency. Upon submission of their essay, the student and their advisor will complete an ILE assessment form with the advisor verifying the integration and synthesis of competencies in the essay. The standard of excellence for both the essay and the thesis is the same and must demonstrate the ability to reason, based on scientific evidence, and draw appropriate conclusions. The essay/thesis must meet appropriate academic standards and be written in a scholarly manner.

The topic, thesis/essay chair, and committee are all approved in writing by completing the [ILE Agreement Form Planning Form](#). Students must complete, obtain signatures, and submit form to the IDM Student Services Specialist, who will obtain Pitt Public Health Student Affairs approval on the committee. Once approved, the faculty advisor and student will be notified.

Focus of Essay/Thesis

The thesis or essay must be in the field of infectious diseases. The project undertaken for a thesis must include original research done independently in a laboratory or other research setting by the student, or the investigation of a problem undertaken during a practicum in a public health agency, health care institution or other public health setting. The essay is an original piece of scholarship that presents a critical review of the literature of a problem, policy, issue, or practice in the above-described fields of study. An essay may also include the description and analysis of any original data generated by the student in these settings.

Thesis or Essay Types (not entirely mutually exclusive, discuss with your faculty advisor)

- **Original investigation (Thesis):** This involves the formulation of a hypothesis and the collection and analysis of data to test the hypothesis. The data may already exist or can be new data collected by the student. Consideration of the time and financial resources necessary might limit the scope of the research; in this case the thesis could take the form of a demonstration or pilot project, describing a methodology, structure and/or process that would have a much wider field of potential applicability.
- **Literature Review (Essay):** This involves the examination of all of the relevant literature on a given topic, to create a definite “state-of-the-art” document about the topic. This is more extensive than a normal literature search, which would be required for the other types of essays/thesis as well. In a literature review essay the student must demonstrate competence in analysis, evaluation, and criticism of existing material, as well as the synthesis of new content.
- **Policy Analysis (Essay):** This is a review of relevant federal, local, and agency policies (legislation, regulations, guidelines, bylaws, etc.), together with an analysis of their implications for service, planning and future policy development. A recommendation for policy direction for an agency, or an individual position paper, would probably be a part of the final essay product. An essay might also analyze the process of policy development in an agency.
- **Program Evaluation (Essay):** This involves the application of accepted methods of program evaluation to reach conclusions about the effectiveness or success of that program in meeting its own objectives. This essay type would include a critique of the program as well as recommendations for future improvements in all aspects of the program’s function.
- **Program Development (Essay):** This type of essay documents the development of a specific program, plan, or initiative for a specific agency, department, or institution. The essay is based upon an identified need or issue and should describe a tailored plan of action to address this. The essay should be prepared as if it is to be presented to the agency, department, or institution for their use, as well to satisfy the essay requirement of the MPH-PEL program.
- **Management Issue Analysis (Essay or Thesis):** This essay involves the collection and analysis of data relevant to specific programmatic management issues which may occur within health care organizations, government agencies, or community-based organizations involved in infectious disease diagnosis or monitoring, or the provision of other kinds of services or programs related to infectious disease. The essay may also analyze a management decision (institution of a new program, restructuring of staff, etc.), which may include a review of relevant management principles and approaches, and an evaluation of the effects of the decision on agency structure, functioning and service delivery.

Essay Committee Meeting (Please adhere to the timelines in Appendix C and Appendix D)

Students must meet with their committee; however, a formal in-person meeting is not needed. Distance-based communication can be utilized for this meeting (i.e. zoom, MS Teams, etc.). Students must submit a short description of the project to all committee members when asking them to serve on their committee. After obtaining the agreement of their committee, students should complete the ILE Agreement Form.

Thesis Committee Meeting

Students completing a thesis must meet with their committee members in person adhering to the same timeline as above. In addition to completing the [ILE agreement form](#), students doing a thesis need to submit a proposal to the committee at the formal meeting.

The proposal for a **thesis** will consist of:

Introduction

- Research questions
- Review of relevant literature
- Proposed methodology

Additionally, prior to the first committee meeting, students must submit their research proposal to all thesis committee members two (2) weeks in advance. After the first meeting, it is up to the student to send drafts to the advisor. Students should develop a timeline for draft completion and communicate this to their advisor for approval.

Institutional Review Board (IRB)

All thesis/essay work involving human subjects must have documented evidence of either IRB approval or exemption. Please discuss this with your IDM faculty advisor and your thesis/essay chairperson. Refer to the University of Pittsburgh IRB website: <http://www.irb.pitt.edu/>. During the first semester of study, students must complete the University of Pittsburgh online research modules <https://cme.hs.pitt.edu> and the successful completion certificate (copy) of each module will be provided to the Faculty Advisor. Students must maintain the original copy for their records for future reference and documentation for IRB submission.

Thesis/Essay Format

Essays and theses are written in a clear, concise prose, utilizing the Style and Form Manual for Graduate Thesis and Dissertation Preparation at the University of Pittsburgh, March 1993 for final preparation procedures. This is available through the Pitt Public Health Office of Student Affairs or (<https://etd.pitt.edu>) All students must adhere to the format outlined by the ETD system. For essay and thesis format and requirements, please read the [academic handbook](#).

The most recent edition of the American Psychological (APA) Style Manual must be followed. Most theses or essays will include the following elements:

- **Introduction:** A statement of the purpose of the study, the research description of the agency, or the environment in which the data are to be collected, identifying the problem and stating scope or focus of the study or research, including, where appropriate, the hypothesis to be tested.
- **Review of relevant literature:** A comprehensive review, and synthesis of journal articles, books, etc. on the same theme, indicating major relevant findings and indicating gaps in knowledge which the study may attempt to address.
- **Methods:** Documents, terms and statement of assumptions, how the information is to be collected and analyzed; describes the specific procedures used to collect and store the data, describe the IRB approval process, and the limitation of the study.
- **Findings:** Describes data management, results of study, policy decisions, policy materials, and original research data and identifies biases or limitations of the study results.
- **Discussion:** Describes the implications of the results, synthesis of major trends, discussion of meaning of the data for the field, correlation with other studies from the literature review, and outlines areas for further investigation of research.
- **Conclusions:** Includes a summary of major findings, application to agency planning, the field and other recommendations).
- **Bibliography:** Includes all references in the document and must follow the APA format
- **Abstract:** A brief statement of the research question, design, and conclusions of the study.

Thesis and essays completed by IDM alumni are available online via the [University of Pittsburgh D-Scholarship System](#).

Thesis Submission & Defense

- The committee determines if the student is ready to present the thesis for final defense.
- The student may be required to complete additional data collection, analysis, or other development prior to final defense.
- In collaboration with the advisor/committee chair, the date, time, and location of the final defense will be scheduled at least 1 month in advance. If a conference room or audio-visual equipment is needed, the student must contact the IDM Student Services Specialist in advance of the meeting to reserve the room and/or equipment.
- Copies of the thesis will be made by the student and delivered by email to all committee members 2 weeks prior to the date of the defense. The advance submission of the document must be a full 2 weeks excluding any holidays or semester breaks and fit within the schedules of participating committee faculty.
- Students are expected to prepare a PowerPoint presentation of their thesis defense, which must be submitted to their thesis/essay advisor for approval before the defense.
- The committee will conduct a final examination on the thesis after the defense.
- Per school-wide essay/thesis completion policy, only the Program Director can request an extension to complete work on the thesis/essay. Pitt Public Health Student Affairs will not grant extensions directly in response to student or advisor requests.

- The student should complete the Electronic Thesis & Dissertation (ETD) form and send it to their committee members for their signature after the defense.

Essay Submission and presentation

- The committee determines if the student is ready to submit the essay for their review for graduation.
- The student may be required to complete additional data collection, analysis, or other development prior to submission.
- The student should communicate with their faculty advisor regularly throughout in writing
- Copies of the essay will be delivered by email to all their committee members 2 weeks prior to the date of the defense and the advance submission of the document must be a full 2 weeks excluding any holidays or semester breaks and fit within the schedules of participating committee faculty.
- Students will present their essay during their Monday Seminar, Wednesday Journal Club, or at a different time by agreement with their essay advisor or Program Director.
- Per school-wide essay/thesis completion policy, only the Program Director can request an extension to complete work on the thesis/essay. Pitt Public Health Student Affairs will not grant extensions directly in response to student or advisor requests.

Submission of Final Thesis/Essay documents

Students are required to submit their final, approved, thesis or essay document to their faculty advisor and to the IDM academic office, no later than one week after the end of the semester. The finalized electronic thesis (ETD) must also be submitted to the IDM academic office in addition to the Pitt Public Health Office of Student Affairs. Students must complete the [ILE Assessment Form](#).

It is the student's responsibility to comply with all departmental and school guidelines for submitting their thesis/essay documents, and for scheduling their thesis defense. A student who fails to meet these deadlines may be required to register for another semester and to delay their planned graduation.

VIII.SPECIAL NOTE TO PART-TIME MPH STUDENTS

It is recommended that part-time students complete their degree within 3-4 years after admission to the program. Part-time students should be enrolled for a total of 6 credits each semester, but students can maintain part-time status by registering for 1-8.5 credits.

Since each part-time student presents with a unique situation, it is difficult to have a standard schedule designed to cover everyone's individual needs. This is also complicated by the fact that certain required and prerequisite courses are only offered during specific times and semesters throughout the year. The department recognizes that this can present various logistical hurdles. The Program Director will serve as the primary academic advisor and offer guidance to help the student navigate scheduling challenges. In some cases, another graduate level class may be used to substitute for a listed required course upon permission from the director of the required course and the MPH Program Director.

Seminar/Journal Club Requirement (IDM 2025)

- Part-time students must register for IDM 2025 – MPH Seminar for two semesters. To receive credit for the course, part-time students can do the following:
- Attend the regular Monday and Wednesday seminars and journal clubs with the rest of the department.
- Attend seminars or retreats outside of the department, totaling 15 hours, and complete the Seminar Substitute form to return to IDM 2025 MPH Journal Club instructors for credit.
- A combination of one and two is also permitted. For example, if you have to miss one or two classes, you can make those sessions up by attending an outside event.

Note: Options b. and c. are ONLY available to part-time students. All full-time students must attend the department seminar/journal club.

GRADUATION GUIDELINES

A. Application for Graduation

In conjunction with their advisor, students are to ensure that all graduation requirements are complete. These include completion of core courses, completion of departmental required courses, completion of the minimum credits required for the degree to be awarded, passing of all required examinations, completion of written requirements (dissertation, thesis, essay), achievement of a cumulative GPA of 3.0 or higher, and completion of a practicum (if required).

Graduation occurs at the University of Pittsburgh at the end of all semesters. There are two graduation dates during the summer semester (June and August). Students must enroll for one credit during their last semester of study. Note that international students must obtain permission from the Office of International Services as to whether they can register for less than full-time status. During the last semester students are to contact the Pitt Public Health Office of Student Affairs to complete an application for graduation. After the application is complete, the student is responsible for completing all required forms and adhering to all policies and procedures. Further information is available on the [PITT PUBLIC HEALTH Web](#).

B. Electronic Theses & Dissertations (ETDs)

Students submitting a dissertation or thesis as their written requirement for their degree must submit their dissertation/thesis electronically via the University of Pittsburgh's ETD system. Assistance in this process is available from the University Library System, Pitt Public Health, and Computing Services and Systems Development. Further information is available at <https://etd.pitt.edu/>. Note: it is imperative that students adhere to the ETD formatting specifications. It is common for Pitt Public Health's Office of Student Affairs to return the document multiple times for failure to adhere to these specifications.

C. IDM Exit Interview (optional)

After completing all requirements for the degree, including the thesis/dissertation defense or approval of the MPH essay, all IDM students are to participate in an exit interview with the IDM Director of Graduate Programs. This interview is to obtain useful feedback about the student's experiences in IDM, to obtain forwarding address information, and to discuss plans for ensuring that the Department receives a bound copy of the thesis/dissertation. Students are to contact the IDM Student Services Specialist to meet with the Director of Graduate Programs during the final weeks of their last semester to set up an interview.

Graduation Forms

- [Report on Requirements - Certificate](#)
- [Report on Requirements - Doctoral Degree](#)
- [Report on Requirements - Master's Degree](#)
- [Essay Approval Form](#)
- [ETD Approval Form \(for thesis and dissertations\)](#)

TRANSFER BETWEEN IDM GRADUATE PROGRAMS

MASTER'S TO DOCTORAL PROGRAM TRANSFERS

Students who have completed or are on track for completing all requirements for the MS program may apply for entrance into the IDM PhD program by applying through SOPHAS - www.sophas.org. Applications to the PhD program can occur prior to completing the MS degree, although entrance into the PhD program can only occur after the completion of the MS degree. Students wishing to apply to the PhD program must formally do so. Application procedures can be obtained from the IDM Student Services Specialist or from the IDM [website](#).

DOCTORAL TO MASTER'S PROGRAM TRANSFERS

The student, with concurrence from their faculty advisor, must inform the Admissions Manager in the Pitt Public Health Office of Student Affairs, the IDM Department Chair, Director of IDM Graduate Programs, and the IDM Student Services Specialist of their decision to transfer to the master's program. The student should also discuss this with the IDM Director of Graduate Programs prior to taking action to make this transfer. After receiving permission from the IDM Department Chair, the student must finish the required courses for the master's program, pass the master's comprehensive examination (MS students), and successfully defend a master's thesis (MS and MPH students). It is noted that Pitt Public Health requires three core courses to be completed for a student to receive an MS degree, even if they are seeking an MS upon exit from the PhD program. The MPH program has eleven (11) Pitt Public Health core courses that must be completed. If the student has earned a graduate degree and/or has taken a similar course, s/he must follow the instructions in Appendix G to obtain exemption from a required course. Procedures for department and school-wide course exemptions differ.

TRANSFERRING WITHIN IDM - MPH CONCENTRATIONS

The student must meet with their academic advisor to discuss the transfer. With concurrence from their academic advisor, the student must inform their respective MPH Director in writing of their desire to transfer including a brief rationale for the change. The student's advisor sends a copy of the email to the Admissions Manager in the Pitt Public Health Office of Student Affairs. The student should also inform the IDM Student Services Specialist of the transfer. Once the student's MPH Program Director and the Department Chair have signed off on the transfer, the Student Services Coordinator will notify the student by email of the successful transfer.

MPH TO MS DEGREE and MS TO MPH DEGREE

If a student has completed his/her MPH degree, and is accepted to pursue an MS degree, only 6 credits from the MPH degree can be transferred into the MS degree and vice versa. This means the student must complete 30 additional credits to earn the MS degree at Pitt or 36 additional credits to earn an MPH degree.

ENTRY OF NON-DEGREE STUDENTS INTO DOCTORAL OR MASTER'S PROGRAMS

Active non-degree Pitt Public Health students who wish to apply for an IDM degree granting program must submit a formal statement to the Pitt Public Health Admissions Manager requesting consideration for admission to a specific program. Applications to degree programs are subject to review by the IDM Admissions Committee. Credits earned during the semester(s) under a non-degree status will count towards IDM program course requirements. Upon acceptance into the program, students will be subject to the requirements set for the selected IDM graduate program. Pitt Public Health policy states that non-degree students are only eligible to earn 12 credits prior to admission to a degree-granting program.

IDM FACULTY AND RESEARCH INTERESTS

During your graduate studies, you will work closely with a faculty member who will serve as your academic advisor. As you begin to identify potential advisors, one critical factor in your decision-making process will include the specific research interests of individual faculty members. Complete faculty bio sketches, statements of research interests, recent publications, and contact information are available on the Pitt Public Health Directory:

[Faculty Research | School of Public Health \(pitt.edu\)](#)

You are encouraged to identify a major advisor immediately upon entering an IDM graduate program.

APPENDIX A

PITT PUBLIC HEALTH DEPARTMENTAL ACADEMIC OFFICES

DEPARTMENTS & CENTERS

Department	Contact	Telephone	E-mail
Behavioral and Community Health Sciences	Paul Markgraf	412-624-3107	pjm111@pitt.edu
Biostatistics	Helen Chen	412-624-3022	hec54@pitt.edu
Environmental and Occupational Health	Bryanna Snyder	412-383-7297	bms85@pitt.edu
Epidemiology	Lori Smith	412-383-5269	smithl@edc.pitt.edu
Health Policy and Management	Jessica Dornin	412-624-3625	jld115@pitt.edu
Human Genetics	Noel Harrie	412-624-3066	nce1@pitt.edu
Infectious Diseases and Microbiology	Erin Schuetz	412-624-3331	idm@pitt.edu
Multidisciplinary MPH	Renee Valenti	412-624-3023	renee.valenti@pitt.edu

CERTIFICATE PROGRAMS

- Community-Based Participatory Research and Practice (BCHS)
 - Paul Markgraf (pjm111@pitt.edu)
- Environmental Health Risk Assessment (EOH)
 - Bryanna Snyder (bms85@pitt.edu)
- Evaluation of Public Health Programs (BCHS)
 - Paul Markgraf: (pjm111@pitt.edu)
- Global Health
 - Cynthia Salter (cys6@pitt.edu)
- Health Care Systems Engineering (HPM)
 - Jessica Dornin (jld115@pitt.edu)
- Health Equity (BCHS)
 - Paul Markgraf: (pjm111@pitt.edu)
- Health Systems Leadership Management (HPM)
 - Jessica Dornin (jld115@pitt.edu)
- LGBT Individuals' Health & Wellness (BCHS)
 - Paul Markgraf: (pjm111@pitt.edu)
- Public Health Genetics (HUGEN)
 - Noel Harrie (nce1@pitt.edu)

APPENDIX B

COURSES REQUIRING PREREQUISITES

Course Number	Course Title	Course Offered	Prerequisite Course(s)
BCHS 2598	Social Inequities in Health	Summer	BIOST 2011/2041 EPIDEM 2011
BIOST 2016	Introduction to Sampling	Spring	BIOST 2011 OR 2041 & BIOST 2093
BIOST 2042	Introduction to Statistical Methods II	Spring	BIOST 2041
BIOST 2049	Applied Regression Analysis	Spring	BIOST 2042
BIOST 2093	Data Management and Analysis	Spring	Pre-requisite: BIOST 2041
EPIDEM 2160	Epidemiology of Infectious Disease	Fall	EPIDEM 2110
EPIDEM 2161	Methods Infectious Diseases Epidemiology	Spring	EPIDEM 2110 & EPIDEM 2160
EPIDEM 2170	Chronic Disease Epidemiology	Fall	EPIDEM 2110 & BIOST 2011 OR 2041
EPIDEM 2180	Epidemiological Methods I	Spring	EPIDEM 2110 & BIOST 2041 Co-requisite: BIOST 2042
EPIDEM 2181	Design of Clinical Trials I	Fall	EPIDEM 2110
EPIDEM 2260	Epidemiological Basis Disease Control	Fall	EPIDEM 2110 & BIOST 2011 or 2041
IDM 2002	Molecular Virology	Spring	IDM 2001 OR INTBP 2000
IDM 2014	Functional Genomics of Microbial Pathogens	Every other Fall	IDM 2001 or IDM 2010
IDM 2161	Methods Infectious Diseases Epidemiology	Spring	EPIDEM 2110
IDM 3440	Vaccines and Immunity	Spring	IDM 2003
MSIMM 2230	Experimental Basis of Immunology	Spring	Co-requisite: MSIMM 2210
MSIMM 3480	Immunology of Infectious Disease	Fall	Co-requisite: MSIMM 2210 or Pre-requisite: IDM 2003
PUBHLT 2016	Capstone: Problem Solving in Public Health	Fall/Spring	EPIDEM 2110 & BIOST 2011 or 2014 & PUBHLT 2014 & 2015 & 2022 & BCHS 2509 & EOH 2013 & HPM 2001
PUBHLT 2018	Overview of LGBT Health Disparities	Fall	EPIDEM 2110
PUBHLT 2020	Advanced Topics in LGBT Research	Spring	PUBHLT 2018

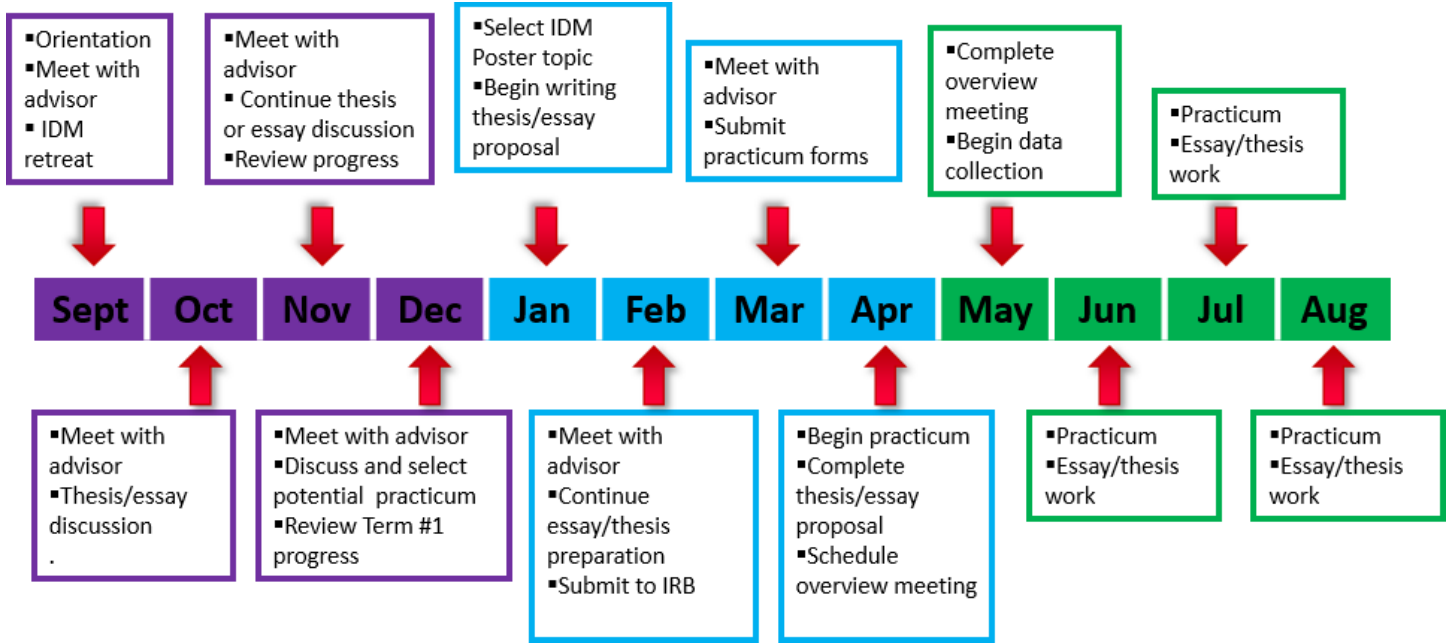
Only course instructor(s) can grant exemptions from class prerequisites or co-requisites. Per instructor consent an "Admission to Closed Class or Restricted Class" form may need completed. This form is available in Pitt Public Health Student Affairs.

Please refer to the [Pitt Public Health Course Catalog](#) for updates to this list.

APPENDIX C

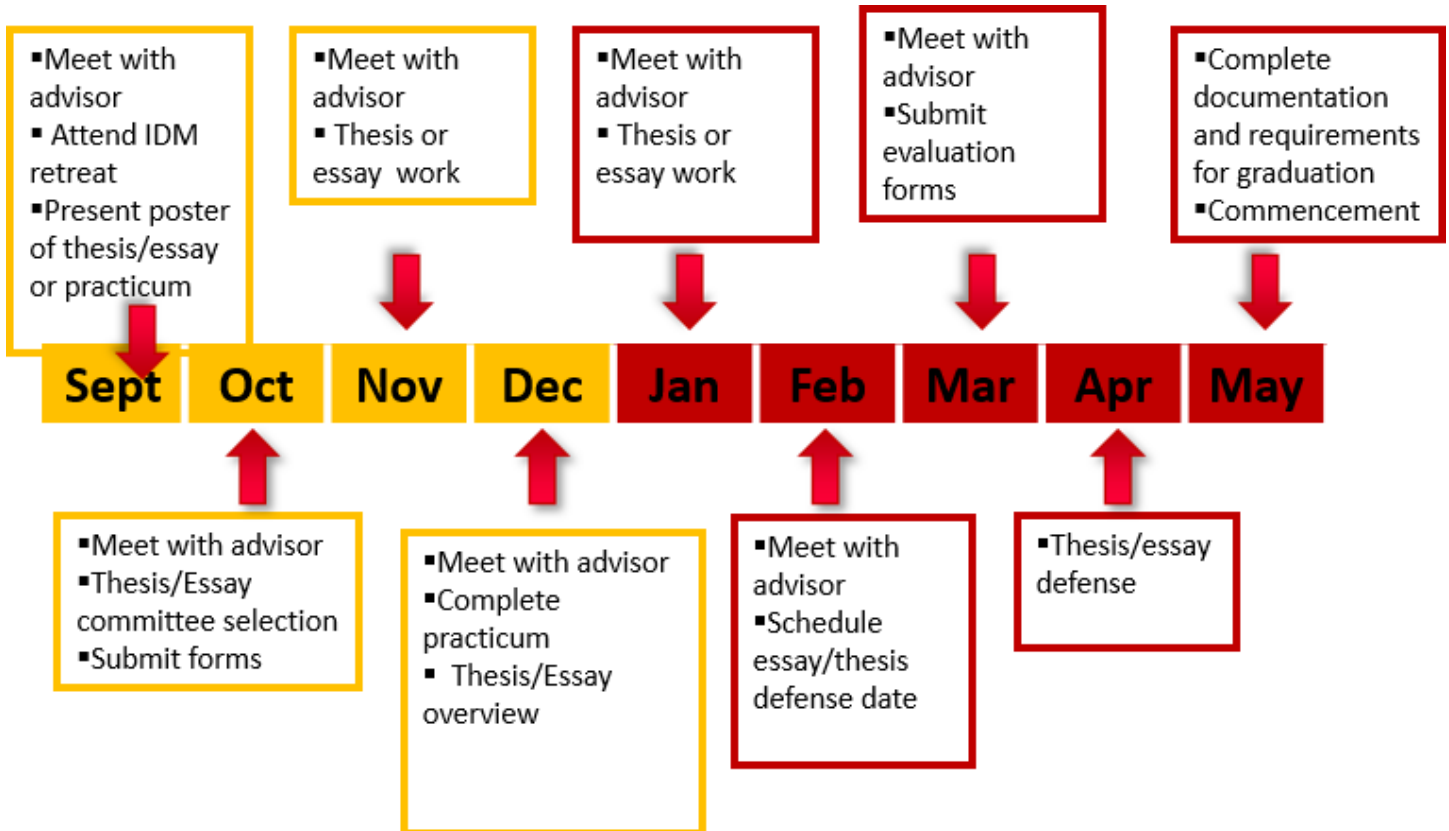
IDM MPH PROGRAM: TIMELINE YEAR I

SEE APPENDIX E FOR CHECKLIST THAT COINCIDES WITH TIMELINES



APPENDIX D

IDM MPH PROGRAM: TIMELINE YEAR II



APPENDIX E

IDM MPH PROGRAM: CHECKLIST YEAR I

This checklist coincides with IDM-MPH Timeline Year I in the IDM handbook, appendix C

September	<ul style="list-style-type: none"> • Orientation • Meet with Advisor • IDM Research Day & Annual Meeting
October	<ul style="list-style-type: none"> • Meet with Advisor • Preliminary discussion on thesis/essay
November	<ul style="list-style-type: none"> • Meet with Advisor • Continue thesis/essay discussion
December	<ul style="list-style-type: none"> • Meet with Advisor • Discuss potential practicum opportunities • Review progress from term #1
January	<ul style="list-style-type: none"> • Select IDM poster topic • Begin writing thesis/essay proposal
February	<ul style="list-style-type: none"> • Meet with Advisor • Continue essay/thesis preparation • Submit IRB
March	<ul style="list-style-type: none"> • Submit practicum forms • Work with advisor and IDM Student Services Specialist
April	<ul style="list-style-type: none"> • Begin practicum • Complete the thesis/essay proposal
May/June/July	<ul style="list-style-type: none"> • Practicum • Complete and submit all mid-point practicum forms • Thesis/essay work

APPENDIX E (CONTINUED)

IDM MPH PROGRAM: CHECKLIST YEAR II

This checklist coincides with IDM-MPH Timeline Year II in the IDM handbook, appendix D

	<p>September</p> <ul style="list-style-type: none"> • Meet with Advisor • Present at IDM Research Day and attend Annual Meeting • Committee should now be selected for thesis/essay • Submit ALL appropriate forms to IDM Student Services Specialist to get approval • Submit end-of-practicum forms <i>if applicable</i>
	<p>October</p> <ul style="list-style-type: none"> • Meet with Advisor • Continue working and discussing thesis/essay • Submit end-of-practicum forms <i>if applicable</i>
	<p>November</p> <ul style="list-style-type: none"> • 1st committee meeting (<i>please schedule in advance with committee and IDM Student Services Specialist</i>) • Thesis/essay work
	<p>December</p> <ul style="list-style-type: none"> • ALL practicum forms should be submitted by this month • Thesis/essay progress discussed with advisor
	<p>January</p> <ul style="list-style-type: none"> • Continue working on thesis/essay • Begin working with committee on scheduling thesis defense/essay presentation • Students may not present after the 3rd week of April
	<p>February</p> <ul style="list-style-type: none"> • Continue working on thesis/essay • Scheduled thesis defense/essay presentation date should be finalized • Please work with IDM Student Services Specialist once date is selected for booking room, AV setup, etc.
	<p>March</p> <ul style="list-style-type: none"> • Finalizing the thesis/essay before defending/presenting • Practicing defense/presentation
	<p>April</p> <ul style="list-style-type: none"> • Thesis defense/essay presentation • Complete and submit all documentation and requirements for graduation. • Commencement

APPENDIX F

COURSES REQUIRING PERMISSION TO ENROLL

Departments and instructors reserve the right to limit enrollment in courses to a particular number of students per class section and/or give priority to students requiring a particular course to meet a graduation requirement or enrolled in a certificate program. Per instructor and/or department consent an “Admission to Closed Class or Restricted Class” form may need to be completed. This form is available in Pitt Public Health Student Affairs.

Please refer to the [PITT PUBLIC HEALTH course catalog](#) for updates to this list.

APPENDIX G

Procedure for Required Course Exemptions

Department Required Course Exemptions

If the student has taken an equivalent course to satisfy a **department** course requirement, the individual must complete a [Department Required Course Exemption form](#), obtain official transcripts and syllabi for courses used as the basis for the request, and present it first to the faculty advisor for their recommendation, and then to the program director for exemption consideration. The program director will sign if they approve or disapprove of the exemption. The completed Department Required Course Exemption form must be returned to the IDM Student Services Specialist.

Pitt Public Health Core Course Exemptions

If the student requests an exemption from a Pitt Public Health Core Course, the individual must complete a [PITT PUBLIC HEALTH Core Course Exemption form](#), obtain official transcripts and syllabi for courses used as the basis for the request, and present it first to the faculty advisor for their recommendation, and then to the instructor of the course for exemption consideration. The completed, original Pitt Public Health Core Course Exemption form must be returned to the Office of Student Affairs.

- [MPH School Core Course Exemption](#)
- [PhD School Core Course Exemption](#)
- [Public Health Essentials Core Course Exemption](#)
- [Public Health Course Exemption](#)