**DEPARTMENT OF INFECTIOUS DISEASES AND MICROBIOLOGY MPH-PEL 2024 DEGREE CHECKLIST**

**Student Name & PS #**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Advisor**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REQUIRED CREDITS** 42 credits *(Total credits from required courses and electives)*

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

**REQUIRED COURSES** *(consult student handbook to view the suggested sequence of courses)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Course number** | **Course name** | **Credits** | **Grade** |
|  | BCHS 2509 | **Social and Behavioral Sciences and Public Health** | **3** |  |
|  | BIOST 2041 | **Introduction to Statistical Methods** *(preferred)* |  |  |
|  | OR |  | **3** |  |
|  | BIOST 2011 | **Principles of Statistical Reasoning** |  |  |
|  | 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 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 2007 | **Public Health Communicable Disease Practicum** | **3** |  |
|  | IDM 2021 | **Special Studies in Microbiology** | **3** |  |
|  | IDM 2003 | **Host Response to Microbial Infection** | **2** |  |
|  | IDM 2004 | **Viral Pathogenesis** | **2** |  |
|  | *IDM 2010* | ***Pathogen Biology*** | ***2*** |  |
|  | IDM 2025 | **Microbiology Seminar (2 terms)** | **1** |  |
|  | IDM 2025 | **Microbiology Seminar (2 terms)** | **1** |  |
|  | IDM 2161 | **Methods of Infectious Disease Epidemiology** | **1** |  |
|  | Electives |  | **6 credits** |  |

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

**ELECTIVES** **(6 credits required)**

COURSE # \_\_\_\_\_\_\_\_\_\_\_ Course Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Credits \_\_\_\_ Grade \_\_\_\_

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**REQUIRED EVENTS**

**Poster presentation at Fall IDM Research Day**

# All except 1st year students

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

**PRACTICUM** *(consult* *student handbook for practicum requirements)*

# Practicum Site Selection

* Student schedules appointment with faculty advisor to discuss potential sites
* Student prepares the [Practicum Planning Form](https://www.sph.pitt.edu/sites/default/files/assets/academic%20forms/practicum/Practicum%20Fact%20Sheet%20and%20Learning%20Agreement_IDM-PEL.pdf) before meeting except for the required signatures  Student contacts site to confirm the practicum opportunity is available & obtains required signatures on

Planning Form and [Learning Agreement Form](https://www.sph.pitt.edu/sites/default/files/assets/academic%20forms/practicum/Practicum%20Fact%20Sheet%20and%20Learning%20Agreement_IDM-PEL.pdf) before the start of the practicum

* Submit completed Planning Form and Learning Agreement to IDM Academic & Student Affairs Administrator for student file

# Practicum Progress

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

***Practicum Evaluation* *due one week before end of term***

* Submit [Student Mid-point Evaluation Form](https://publichealth.pitt.edu/Portals/0/Main/Academics/Forms/Practica_MID-POINT%20STUDENT%20EVALUATION%20Form_NEWPITT.pdf?ver=2020-06-15-120051-247) and [Student End of Practicum Evaluation Form](https://publichealth.pitt.edu/Portals/0/Main/Academics/Forms/Practica_FINAL%20STUDENT%20EVALUATION%20FORM_NEWPITT_1.pdf?ver=2020-06-15-125527-640) to advisor & to IDM Academic & Student Affairs Administrator for student file
* Give preceptor the [Mid-point Preceptor Evaluation Form](https://publichealth.pitt.edu/Portals/0/Main/Academics/Forms/Practica_MID-POINT%20PRECEPTOR%20FORM_NEWPITT.pdf?ver=2020-06-15-120723-943) and [End of Practicum Preceptor Evaluation Form](https://publichealth.pitt.edu/Portals/0/Main/Academics/Forms/Practica_PRECEPTOR%20EVALUATION%20FORM_NEWPITT.pdf?ver=2020-06-15-121557-227) to complete and mail to advisor & to IDM Academic & Student Affairs Administrator
* Give advisor [End of Practicum Advisor Evaluation Form](https://publichealth.pitt.edu/Portals/0/Main/Academics/Forms/Practica_FACULTY%20EVALUATION%20Form_NEWPITT.pdf?ver=2020-06-15-123916-357) to complete and mail to IDM Academic & Student Affairs Administrator
* Complete the required [e-Portfolio](https://www.sph.pitt.edu/academics/forms-handbook/academic-handbook/mph-e-portfolio) and route this to the IDM Program Director for approval.

**ESSAY/THESIS** *(consult student handbook for essay/thesis requirements)*

* Establish an essay/thesis chairperson and committee members with advisor
* Adhere to Pitt Public Health [Committee Composition Rules](https://www.sph.pitt.edu/academics/forms-handbook/academic-handbook/research-practice-and-exam-requirements/milestone)
* Complete the [Thesis/Essay Planning form](https://www.sph.pitt.edu/sites/default/files/assets/academic%20forms/ILE/ILE%20Agreement%20Form_IDM-PEL.pdf) and obtain appropriate signatures. Give a copy to the IDM Academic & Student Affairs Administrator.
* Send approved essay/thesis committee to IDM Academic & Student Affairs Administrator for official approval

**If completing a thesis**:

# Thesis Committee Meeting & Proposal Approval

* Schedule committee meeting with committee and advisor – contact IDM Academic & Student Affairs Administrator to reserve a room
* Submit thesis proposal to all committee members 2 weeks before 1st scheduled committee meeting
* Hold meeting

# Thesis Writing

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

# Defend Thesis

* Organize a date/time all committee members can meet
* See IDM Academic & Student Affairs Administrator to schedule a room for the agreed date/time  Submit thesis to committee at least two weeks prior to defense date

# Thesis Submission

* Submit electronic and bound paper version to IDM Academic & Student Affairs Administrator and faculty advisor no later than 1 week after the end of the semester
* Submit thesis electronically through [D-Scholarship](http://d-scholarship.pitt.edu/)
* Complete [Thesis/Essay assessment Form](https://www.sph.pitt.edu/sites/default/files/assets/academic%20forms/ILE/ILE%20Assessment%20Form_IDM-PEL.pdf)
* [Submit all other paperwork and satisfy requirements by deadlines](https://www.sph.pitt.edu/academic-handbook/graduation-information/masters-thesis-checklist)

**If completing an essay**:

# Essay Committee Meeting – (Meet remotely if needed)

* Schedule meeting with essay reader(s) and advisor
* Submit abstract to all committee members 2 weeks before 1st scheduled committee meeting
* Hold meeting

# Essay Writing

* Obtain IRB approval prior to study (if applicable)
* Develop a timeline for draft completion & communicate with advisor
* Send drafts and update advisor on essay writing periodically throughout the writing process
* Essay readers will review the essay, and student will obtain their signature on the [Report on Requirements Form](http://www.publichealth.pitt.edu/home/academics/forms)

***Present Essay***

* Present essay in the December or April MPH Journal club

***Essay Submission***

* Submit electronic copy to IDM Academic & Student Affairs Administrator and faculty advisor no later than 1 week after the end of the semester
* Submit essay electronically as a “Long Paper” through [D-Scholarship](http://d-scholarship.pitt.edu/)
* Complete [Thesis/Essay assessment Form](https://www.sph.pitt.edu/sites/default/files/assets/academic%20forms/ILE/ILE%20Assessment%20Form_IDM-PEL.pdf)
* [Submit all other paperwork and satisfy requirements by deadlines](https://www.sph.pitt.edu/academics/forms-handbook/academic-handbook/graduation-information/masters-essay-checklist)