

# DEPARTMENT OF INFECTIOUS DISEASES AND MICROBIOLOGY

## MPH-MIC 2024 DEGREE CHECKLIST

**STUDENT NAME & PS #:** \_\_\_\_\_ **ADVISOR:** \_\_\_\_\_

**REQUIRED CREDITS**

42 credits (*Total credits from required courses and electives: 40. You need to take 2 more credits to get to 42*) **Note:** Students cannot register for more than 15 credits in a semester

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

If a "C" is earned, the School of Public Health 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.

**INFECTION PREVENTION INTERNSHIP** (IDM 2068) is available **only** in Summer term and recorded in Fall Term. If a student chooses a Practicum (IDM 2007) and takes it in the Summer term it is also recorded in the Fall Term.

**E-PORTFOLIO:** This must be completed by each student documenting competencies obtained in the infection prevention internship (IDM 2068) or the practicum (IDM 2007) to qualify for graduation.

	Course number	Course name	Credits	Grade
	IDM 2068 Or IDM 2007	Infection Prevention Internship (recommended)  Public Health Communicable Disease Practicum	3	
	IDM 2021	Special Studies in Microbiology (Essay/Thesis)	2-3	
	IDM 2025	Microbiology Seminar (2 semesters required) <i>*First year students must take IDM 2025 in Fall &amp; Spring of first year of study. All students are <u>strongly encouraged</u> to attend guest lectures</i>	1	
	IDM 2037	Advanced Vector Borne Diseases	3	
	IDM 2034	Control and Prevention of HIV/AIDS	2	
	IDM 2038	Prevention, Treatment, and Control of Global Infectious Diseases	3	
	IDM 2069	Infection Prevention in Health Care Settings	2	
	BCHS 2509	Social and Behavioral Sciences and Public Health	3	
	BIOST 2011	Principles of Statistical Reasoning	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 ( <i>two terms</i> )	0	
	PUBHLT 2022	The Dean's Public Health Grand Rounds ( <i>two terms</i> )	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	
	Electives		1-2	

**ELECTIVES (2 credits required)**

COURSE # \_\_\_\_\_ Course Title \_\_\_\_\_ Credits \_\_\_\_ Grade \_\_\_\_  
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**REQUIRED EVENTS**

**Poster presentation at Fall IDM Research Day**

*All except 1<sup>st</sup> year students*

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

**ADVISEMENT SESSIONS**

**First Year Advisement Sessions**

- Session 1
- Session 2
- Session 3
- Session 4

**SECOND YEAR ADVISEMENT SESSIONS**

- September
- October
- November
- December
- January
- February
- March
- April

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

**Option #1**

**Infection Prevention Internship (IDM 2068)** This is the **preferred** “practicum/internship” experience for students in this program.

Students in the MIC program can choose to take IDM 2068 (Infection Prevention 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. Only students who have completed IDM 2069 (Infection Prevention in Healthcare Settings) before the internship experience are eligible to take the IDM 2068 Infection Prevention Internship. Students must submit an application and be accepted for internship (information available during the IDM 2069 course). The student has the primary responsibility for applying for the internship within the required timeframe 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 Advisor.

**Option #2**

**Practicum Site Selection (IDM 2007)**

**IDM 2007:** Student may opt to take a practicum as another site to examine infectious diseases and related topics. This practicum provides an opportunity to conduct infectious disease related learning experiences, projects, and research. It may also include infection prevention projects and research if available with advisors and mentors.

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

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

***Practicum Progress***

- Student completes 200 hours at site and continues to report on progress to faculty advisor
- [Mid-Point Student Evaluation](#)
- [Mid-Point Preceptor Evaluation](#)
- Submit Mid-point Evaluation Form and End of Practicum Evaluation Form to advisor & to IDM Academic & Student Affairs Administrator for student file

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

- Submit a written final report on practicum activities to advisor, preceptor, & copy to IDM Academic & Student Affairs Administrator
  - Give preceptor the [Mid-point Preceptor Evaluation Form](#) and [End of Practicum Preceptor Evaluation Form](#) to complete and mail to advisor & to IDM Academic & Student Affairs Administrator
  - Complete End of [Practicum Student Evaluation Form](#)
  - Have Site Preceptor complete: [End of Practicum Evaluation Form for Site Preceptors](#)
  - Give advisor [Practicum Evaluation Form for Advisors](#) to complete and return to IDM Academic & Student Affairs Administrator

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

- Establish an essay/thesis chairperson and committee with advisor
  - Adhere to Pitt Public Health [Committee Composition Rules](#)
- Email committee members to IDM Academic & Student Affairs Administrator to submit for approval
- Complete the [Thesis/Essay Planning Form](#) and obtain appropriate signatures & copy to IDM Academic & Student Affairs Administrator.

**If completing a thesis:**

***Thesis Committee Meeting & Proposal Approval***

- Schedule committee meeting with committee and thesis/essay chair (this may or may not be your academic advisor) – contact IDM Academic & Student Affairs Administrator to reserve a room
- Submit thesis proposal to all committee members 2 weeks before 1<sup>st</sup> scheduled committee meeting
- Hold meeting

***Thesis Writing***

- Obtain IRB approval prior to study (if applicable)
- Develop a timeline for draft completion & communicate with thesis/essay chair
- 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](#)
- Submit [Thesis/Essay Final Agreement](#)
- [Submit all other paperwork and satisfy requirements by deadlines](#)

**If completing an essay:**

***Essay Committee Meeting – (Meet remotely if needed)***

- Adhere to Pitt Public Health [Committee Composition Rules](#)
- Email committee members to IDM Academic & Student Affairs Administrator to submit for approval
- Schedule meeting with essay reader(s) and essay chair
- Submit abstract to all committee members 2 weeks before 1<sup>st</sup> scheduled committee meeting
- Hold meeting

***Essay Writing***

- Obtain IRB approval prior to study (if applicable)
- Develop a timeline for draft completion & communicate with essay chair
- 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](#)

***Defend Essay***

- Present essay at an in-person meeting prior to graduation in December or April. Work with your committee to determine the date for the presentation. An IDM Academic & Student Affairs Administrator will assist with any space or AV/Tech assistance.

***Essay Submission***

- Submit electronic copy to essay chair and academic advisor no later than 1 week after the end of the semester
- Submit essay electronically as a “Long Paper” through [D-Scholarship](#)
- Submit [Thesis/Essay Final Agreement](#)
- [Submit all other paperwork and satisfy requirements by deadlines](#)

## IDM MPH PROGRAM: CHECKLIST YEAR I

	<b>September</b> <ul style="list-style-type: none"> <li>• Orientation</li> <li>• Meet with Advisor</li> </ul>
	<b>October</b> <ul style="list-style-type: none"> <li>• Meet with Advisor</li> <li>• Preliminary discussion on thesis/essay</li> </ul>
	<b>November</b> <ul style="list-style-type: none"> <li>• Attend IDM Research Day</li> <li>• Meet with Advisor regarding Spring schedule</li> <li>• Continue thesis/essay discussion</li> </ul>
	<b>December</b> <ul style="list-style-type: none"> <li>• Meet with Advisor</li> <li>• Discuss practicum opportunities or infection prevention internship</li> <li>• Review progress from term #1</li> </ul>
	<b>January</b> <ul style="list-style-type: none"> <li>• <b>Select thesis/essay topic</b></li> <li>• <b>Begin discussion of committee members</b></li> <li>• Begin drafting thesis/essay proposal</li> </ul>
	<b>February</b> <ul style="list-style-type: none"> <li>• Meet with Advisor</li> <li>• Continue essay/thesis preparation</li> <li>• <b>Obtain agreement from committee members to serve</b></li> <li>• Submit IRB</li> </ul>
	<b>March</b> <ul style="list-style-type: none"> <li>• Meet with Advisor regarding Fall schedule</li> <li>• Submit practicum forms</li> <li>• Work with advisor and IDM Academic &amp; Student Affairs Administrator</li> </ul>
	<b>April</b> <ul style="list-style-type: none"> <li>• Begin practicum</li> <li>• Complete the thesis/essay proposal</li> </ul>
	<b>May/June/July</b> <ul style="list-style-type: none"> <li>• <b>Practicum OR</b></li> <li>• <b>Infection Prevention Internship</b>  *****<b>(infection prevention internship only offered in June/July on set dates)</b>  *****<b>administrative and health clearances from UPMC must be obtained before start of internship)</b></li> <li>• Complete and submit all mid-point practicum forms</li> <li>• Thesis/essay work</li> </ul>

## IDM MPH PROGRAM: CHECKLIST YEAR II

	<p><b>September</b></p> <ul style="list-style-type: none"> <li>• Meet with Advisor</li> <li>• <b>After approval of committee chair, submit ALL thesis/essay forms to IDM Academic &amp; Student Affairs Administrator to get approval from Student Affairs</b></li> <li>• Submit end-of-practicum forms <i>if applicable</i></li> <li>• <b>Begin completing e-portfolio</b></li> </ul>
	<p><b>October</b></p> <ul style="list-style-type: none"> <li>• Meet with Advisor</li> <li>• Continue working and discussing thesis/essay</li> <li>• <b>Final selection of committee for thesis/essay</b></li> <li>• Submit end-of-practicum forms <i>if applicable</i></li> <li>• <b>Schedule 1<sup>st</sup> committee meeting to review proposal for thesis/essay (please schedule in advance with committee and IDM Academic &amp; Student Affairs Administrator)</b></li> </ul>
	<p><b>November</b></p> <ul style="list-style-type: none"> <li>• IDM Research Day – Presentation of thesis, essay, internship work, or another infectious disease topic</li> <li>• Meet with Advisor regarding Spring schedule</li> <li>• Thesis/essay work</li> </ul>
	<p><b>December</b></p> <ul style="list-style-type: none"> <li>• ALL practicum forms should be submitted by this month</li> <li>• <b>Continue completing e-portfolio</b></li> <li>• Thesis/essay progress discussed with advisor</li> </ul>
	<p><b>January</b></p> <ul style="list-style-type: none"> <li>• Continue working on thesis/essay</li> <li>• Begin working with committee on scheduling thesis defense/essay <b>defense</b></li> <li>• Students may not present after the 3rd week of April</li> </ul>
	<p><b>February</b></p> <ul style="list-style-type: none"> <li>• Continue working on thesis/essay</li> <li>• Scheduled thesis defense/essay <b>defense</b> date should be finalized</li> <li>• Please work with IDM Academic &amp; Student Affairs Administrator once date is selected for booking room, AV setup, etc.</li> </ul>
	<p><b>March</b></p> <ul style="list-style-type: none"> <li>• Preferred month for thesis/essay defense</li> <li>• <b>e-portfolio must be completed</b></li> </ul>
	<p><b>April</b></p> <ul style="list-style-type: none"> <li>• Thesis defense/essay defense if not completed in March</li> <li>• Complete and submit all documentation and requirements for graduation.</li> <li>• Commencement</li> </ul>