

BROWN
School of Public Health

Department of Health Services Policy & Practice

Health Services Research Doctoral Program Handbook

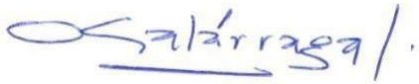
2023-2024 Academic Year

Dear Students,

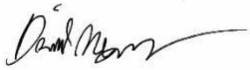
Welcome to the PhD program in Health Services Research at Brown University's School of Public Health. This handbook provides information about the policies and procedures to guide the completion of your doctoral degree. Information about University Doctoral and Graduate student policies can be found in the [Graduate School Handbook](#).

Inside this handbook, you will find information about degree requirements, financial support and mentoring. We hope that this is a useful resource to you during your time in the program.

Sincerely,

A handwritten signature in blue ink that reads "O Galárraga/". The signature is stylized and includes a horizontal line under the name.

Omar Galárraga, PhD
Graduate Program Director

A handwritten signature in black ink that reads "David Meyers". The signature is written in a cursive style.

David Meyers, PhD
Director of Graduate Admissions

Table of Contents

PROGRAM DESCRIPTION	4
ADMISSION REQUIREMENTS	5
BASIC DEGREE REQUIREMENTS	5
<i>OTHER REQUIREMENTS TO GRADUATE</i>	5
Journal Club and Faculty Forum	6
HSR Seminar Series	7
Teaching Requirements	8
DOCTORAL DEGREE PROGRAM COMPETENCIES	10
PROGRAM COURSEWORK AND SAMPLE CURRICULA	13
Independent Studies and Reading Courses	16
SPECIALTY TRACKS	17
Specialty in Pharmaceutical Health Services Research	18
Specialty in Health Economics	19
Specialty in Comparative Effectiveness Research and Evidence-based Medicine	19
MENTORING	20
Individual Development Plan Policy	20
Academic advising/mentoring	21
Research mentoring	21
Peer mentoring program	22
Alumni connections program	22
THE DISSERTATION	22
Selecting a dissertation chair and dissertation mentoring team	22
Oral Qualifying Exam (Thesis Proposal)	23
Dissertation Defense	25
STUDENT EVALUATION	26
Student Academic Standing Evaluations	26
Qualifying exams	26
Written exam – methodologic competencies	27
Written exam – theory/substantive	27
ACADEMIC POLICIES, PROCEDURES, RESOURCES AND FINANCIAL SUPPORT	28
Grades and Course Credit	28
Transfer Credits	28
Financial Information for PhD Students	28
Domestic Conference Travel	30
Publication Fees/Expenses	31
Research Assistantships	31
Policy on Vacation Time for Supported Students	34
Policy on Work During the Summer	34
Support for Student Parents	34
Facilities/Space	35
Laptop Computers	35
Student Membership on Departmental/School Committees	35
Grievances	35
Title IX	36
Language and Writing Assistance	36
Diversity and Inclusion	36

PROGRAM DESCRIPTION

The management and delivery of healthcare services is at the top of the national agenda. Currently, according to Kaiser Family Foundation, the healthcare industry is one of the nation's largest employers with \$5.1 trillion in total expenditures representing 19.3% of the Gross Domestic Product (GDP) in 2023. Outside of spending, ensuring that all individuals are able to equitably receive access to care and have a high quality of life is a major goal domestically and globally. Thus, there is a high demand for well-trained professionals to focus on the study of healthcare systems, healthcare quality, organization and financing of medical care, health economics, pharmaceutical management, and policy analysis. Indeed, employment of professionals with a health services research doctoral degree has been forecast to continue to grow. Health services research examines how people access healthcare, the components and impacts of healthcare costs, and what happens to patients as a result of this care. The main goals of health services research are to identify the most effective ways to organize, manage, finance, and deliver high quality care; reduce medical errors; improve patient safety; and reduce costs. Health services research is a multidisciplinary field of scientific investigation that studies how social factors, financing systems, organizational structures, care processes, health technologies, and personal behaviors affect access to, the quality of, and the cost of healthcare for the purpose of designing interventions at the level of policies, institutions and individuals with the goal of improving population health.

The doctoral program in health services research at Brown University is housed at the Department of Health Services Policy and Practice (HSPP) at the School of Public Health. It seeks to:

- Develop scientists experienced in the use of state-of-the-art experimental and quasi-experimental research methods to advance fundamental knowledge of issues central to the improvement of population health by focusing on the organizational characteristics of healthcare delivery system providers, economic forces that shape consumer and provider behavior, and the policy environment in which these relationships exist.
- Promote rational decision making through research synthesis and evidence contextualization; and to develop scientists skilled in the communication of scientific knowledge; both to contribute to the discussion and to the training of the next generation of health services researchers.
- Train scientists to optimally contribute as part of multidisciplinary teams in academic posts, government agencies at the state, federal, and international level, and research arms of private sectors of health service delivery organizations.
- Equip trainees with the skills to lead independent studies to improve services and influence health policy at the organizational, state, national, and international levels such that those policies lead to more equitable health outcomes and equitable use of resources.

The educational philosophy of the doctoral program in health services research incorporates active experiential learning as a complement to classroom work. The program seeks to train students to communicate across disciplinary boundaries. The identification of each student's specific goals emerges and evolves during extensive mentoring that begins at matriculation and continues throughout the student's career in the program.

ADMISSION REQUIREMENTS

The anticipated student mix includes clinicians (MD, PharmD, RN) and non-clinicians, as well as a mix of students with master's level training in a variety of disciplines including public health, statistics, economics, mathematics, and engineering. Admission is open to those with and without relevant post-college training. Regardless of disciplinary background, only applicants with a relevant graduate degree may petition to transfer credits to count toward the doctoral degree [See General Public Health Graduate Programs Description.]

Students wishing to pursue graduate work in Health Services Research must complete a [SOPHAS application](#). Materials are available directly from the Graduate School and at the [Graduate School Website](#). Applicants are requested *not* to submit GRE exam scores, regardless of career history. Other standardized tests (e.g., MCAT, LSAT) are not required either. TOEFL scores are required for a student whose native language is not English, but may be waived for those who hold a bachelor's or master's degree from a college or university in the United States or a non-U.S. university where the primary language of instruction is English.

BASIC DEGREE REQUIREMENTS

For a full-time graduate student, a tuition unit is earned while taking a course, serving in a paid research role or serving as a Teaching Assistant. Doctoral students are expected to earn four tuition credits for each semester to be considered full-time. Tuition credits are earned either through coursework, research work, or teaching assignments. Full-time students may take a maximum of five courses per semester. Most students take three or four courses per semester, for at least two years, before being admitted to PhD candidacy.

For all PhD students, 24 tuition units are required if matriculating into the program without a prior graduate degree (16 are required if transferring 8 units from a prior graduate degree). The normal residency requirement is the equivalent of three years of full-time study beyond the bachelor's degree. NOTE: All students must complete all tuition units before entering the PhD candidacy.

In order to submit most grants for dissertation research (e.g., R36 or F31), all coursework must be completed. In the event that a student would like to delay the required grant writing course beyond year 2, the student should seek permission from their academic advisor and the Graduate Program Director (GPD). They may then take the grant writing course in subsequent years of the program.

In addition to mastering the content of the degree, students also have other goals related to, but not explicitly part of a traditional degree program. The program is tailored to the needs of the student through the careful selection of courses, specific research skills (e.g., management and analysis of large datasets including claims data and electronic medical records; All Payers Claims Datasets, etc.) round table discussions, seminars, professional meetings and student membership in organizations, other experiences beyond the classroom, and the dissertation topic. Specific tailoring is done to maximize the potential for meeting the long-term goals of the individual student.

OTHER REQUIREMENTS TO GRADUATE

Beyond the required coursework (as detailed above) and the comprehensive exams, oral exam and thesis/dissertation defense, students are also required to:

- Participate in Journal Club/Faculty Forum
- Attend the monthly HSR seminar series
- Complete required ethics training in first year
- Complete [PHP 1001](#) (no waivers permitted)
- Develop experience and expertise in teaching
- Submit an external dissertation grant

Journal Club and Faculty Forum

One of the Program's priorities is that graduate students become competent in written and oral communication of scientific thinking. One strategy for the support and development of communication skills is the participation in Journal Club and Faculty Forum. Regular attendance at the Journal Club/Faculty Forum is required of all students throughout their time in the PhD program unless there is a time conflict with another requirement. Such conflicts must be approved by the student's advisor and the GPD. In addition to regular attendance throughout their degree, students are responsible for organizing Journal Club/Faculty Forum for one semester during the course of their time in the program.

To do this, students must register for PHP 2950 – Doctoral Seminar in Public Health and undertake the responsibilities described below. Students will receive a tuition unit for their coordination of Journal Club/Faculty Forum.

The objective of the Journal Club is to provide doctoral students with a regular, peer-led, semi-structured discussion forum in which they:

- Critically appraise empirical, methodological, or theoretical papers in their field
- Improve oral and written presentation skills through scholarly debate about weekly topics
- Increase awareness about faculty and student-initiated research in the School of Public Health
- Share preliminary drafts of research reports, applications, presentations, and obtain feedback from peers
- Provide mutual support with regards to course work, RA/TA activities, job searches, etc.

Approximately three journal clubs each semester are substituted with Faculty Forum. Faculty Forum provides a venue for faculty trainers to engage students interactively while describing research opportunities in the program and to promote understanding across public health disciplines. The forum lasts approximately one hour and each faculty member is paired with a 2nd or 3rd year student to assist in logistics and development. Elements of the forum include presentation and interaction about the important questions that define the faculty member's broad research agenda, what specific aspects of research motivates the faculty member, what they are currently working on, and what opportunities exist for students.

Meeting Schedule: Journal Club meetings for the Doctoral Program in Health Services Research occur on Mondays at noon throughout the entire academic year.

Instructor of Record: Every departmental journal club will have an Instructor of Record and is required to notify the Associate Dean and Academic Manager of the Instructor name prior to pre-registration. The Instructor of Record will be announced before the start of the Academic Year. Primary responsibilities include: attending the first meeting of each semester to review guidelines; reviewing attendance; assisting in selection of articles upon request; attending additional Journal Club meetings upon request. The Instructor of Record will be assigned a section under PHP 2950

Attendance Policy: Student are **required** to attend Journal Club in person each semester while enrolled in the program (unless an accommodation has been approved by the GPD or the university). Attendance will be taken. Doctoral students organizing Journal Club for the semester should register for Journal Club course credit (PHP 2950) one time during their enrollment in the program, typically during the 2nd or 3rd year. Students should coordinate with the GPD and Academic Coordinator when they will lead journal club.

Responsibilities: Journal Club Leadership: Doctoral students *must* serve as Journal Club leaders for one full semester, typically during their 2nd or 3rd year. Students may serve as co-leaders depending on cohort size. Student leaders are responsible for:

- Coordinating/assigning weekly student discussion facilitators (including sending reminders; circulating papers in advance)
- Maintaining the semester Journal Club schedule (typically done at the beginning of the Fall semester for the entire year)
- Scheduling three faculty forums per semester
- Recording attendance for the Instructor of Record
- Order food as needed (Journal Club has a budget to cover at least a full lunch once a month and provide snacks each week).

Students Discussion Facilitators will:

- Identify an article or project in-progress for their session
- Create a set of discussion questions
- Send the article (published or draft, as appropriate), and discussion questions, to the students at least one week before their Journal Club date
- Lead the journal club discussion
- Invite faculty discussants, as appropriate

HSR Seminar Series

The Health Services Research PhD program holds a monthly seminar series, typically on the second or third Wednesday of each month of the academic year (with the exception of January). Presenters are typically researchers from throughout the country suggested by students and faculty during the prior academic year. From 3-4pm (EST) the presenter holds a session exclusively for HSR doctoral students for an informal discussion to learn more about the faculty's research and career journey. For each guest speaker, a student is expected to volunteer at least once to moderate and/or lead the student session as no faculty or staff will be present. This will potentially involve setting up the space for Zoom if the speaker is unable to join in-person; this is an excellent opportunity to network with the guest speaker. From 4-5pm, the speaker will present to the Brown community at large on a topic of their choosing based on their research. Students are expected to participate in both the presentation and the student sessions.

When the presenters are in-person, we expect students without a class conflict to attend the student session and the seminar in-person. During the student sessions, we ask that you please keep your camera on if it is a virtual session as it fosters a more welcoming experience for the guest speaker. Students who cannot attend should seek accommodation from the GPD or Academic Coordinator.

The Brown Bag seminars are sponsored by the different Centers at the HSPP Department throughout the year. The Brown Bag seminar is more informal and has several functions ranging from providing a venue in which fellows, students and faculty can present preliminary studies of their research and to expose health services research faculty, students and staff to newly-initiated research studies and to discuss policy issues pertinent to health services research.

Doctoral students are highly encouraged to present at a Brown Bag seminar at least once during their time at Brown. Students may present ideas from their thesis proposal, preliminary results from their thesis or other work, or practice a presentation that they may be making at an upcoming meeting or conference.

Brown Bag seminars provide doctoral students and post-docs with the opportunity to interact with faculty that they may not know from the Centers and to create new connections between faculty and students.

Upon signing up to present, each student will be asked to name a faculty member (other than someone from their thesis committee) that they would like to invite to the Brown Bag to moderate the discussion and provide constructive feedback. Professors Omar Galárraga or David Meyers can assist in identifying a faculty member, should a student need assistance. Contact the Administrative Coordinator to sign-up as a presenter.

Teaching Requirements

PhD students are required to develop experience and expertise in teaching. Two types of activities relating to teaching are required for doctoral students in the School of Public Health.

The first teaching requirement for doctoral students is a full **Teaching Assistantship (TA)** typically taken during the second year of the doctoral program. The course assignment is made by the Department. A Teaching Assistantship (TAship) is a full semester, 20-hour per week experience required by the program. Usually, it involves supporting a faculty member in teaching a large undergraduate or graduate-level course. Responsibilities of the TAship may include grading, running study sections or labs, holding office hours, and presenting occasional lectures.

SPH will adhere to a policy of a maximum TA-to-student ratio of 1:45 ratio for every 20hrs of TAship support, with regard to the responsibility for leading a section or lab and/or hand-grading of assignments, exams, and papers. Thus, regardless of the total size of the class, a TA will not be responsible for more than 45 students per 20hrs weekly. A TA must also be able to complete the work within the total assigned number of weekly hours. This ratio does not apply to situations where tests or quizzes are auto-graded or to other TA duties, such as assisting with the Canvas course site. This policy is subject to revision based on the latest collective bargaining agreement and guidance from the Graduate School.

Eligible PhD Students may also choose to do an optional (up to) 10hr per-week Supplemental Teaching Assistantship (STA) position with approval from their advisor and GPD.

Prior to any TA work the student is expected to complete the Sheridan Center's online, self-paced

program: [Teaching Essentials for Graduate TAs](#). Participants can expect to spend 4-6 hours on the course and typically opens mid-August before the academic year begins.

As the program is self-directed and asynchronous, with no in-person or synchronous Zoom components, participants may choose to complete this online Canvas course over multiple days or weeks at a time convenient to them before the assignment begins however the student is expected to share the certification of completion of the program prior to the TA work commencing. The certification will be requested by either the Academic Coordinator *prior* to the start of a semester.

The second requirement is a **Teaching Experience (TE)** with a service expectation of up to 10 hours per week. The TE takes the form of a registered course (PHP 2988) and confers a tuition unit. The TE is designed to enable graduate students to expand practical teaching skills as course coordinators/instructors under the mentorship of an experienced instructor. While the TE is a primarily a learning opportunity for doctoral students, secondarily, the activities associated with the TE should add value to the class by enhancing the experience of students enrolled in the course and assisting the faculty instructor with administration and delivery of the course. The TE is a mentored experience that provides students with more responsibility for pedagogy and leadership in the course. TEs are generally arranged according to student interests and goals and then approved by the student's Graduate Program Director. Specific activities and responsibilities are tailored to student-learning goals and negotiated between student and instructor.

A TE is typically undertaken during the student's third year; however, there can be exceptions to this requirement during the third year, such as a personal F31/R36 award or a T32 with stated restrictions on teaching experiences. If a student is planning on completing a TE please note that each instructor will need their own section of the course to be created by Academic Affairs. Please request the section through the Academic Coordinator or Manager to setup.

In addition to the teaching service, students are expected to attend at least two teaching-related seminars, offered by the Department, the School, or the Sheridan Center (more information below).

Students may elect to participate in other teaching activities during their study at Brown, for example as guest lecturers during the semester in a departmental course. However, these activities cannot be used to fulfill the teaching requirement. Except in rare circumstances, teaching experiences at other universities cannot be used to meet the teaching requirement.

Students with a career interest in teaching may elect to participate in more extensive teaching experiences such as the [Brown-Wheaton Teaching Fellowship](#) or The [Brown-Tougaloo Partnership Faculty Fellows Program](#). These fellowships substitute the research assistantship as funding support for advanced doctoral student and allow the student to design and teach their own course as visiting faculty.

Students whose native language is not English must be evaluated and certified for English proficiency before serving as a Teaching Assistant. English language assessments are done by appointment only at the Center for Language Studies. Students should contact Jill Stewart at the Center for Language Studies early to make an appointment. This office handles the confirmation of English proficiency that is required within the first year of graduate studies and/or by the end of the semester in which the student serves as a TA.

Sheridan Center Teaching Certificate I Program: The Harriet W. Sheridan Center for Teaching and Learning

at Brown University administers the Teaching Certificate Program. PhD students are encouraged to complete the Reflective Teaching Certificate I Program. An overview of complete list of Sheridan Center [teaching certificate programs](#). This recommended program is intended to assist graduate students who wish to enhance their teaching experience. It addresses the immediate needs of students serving as Teaching Assistants, and focuses on issues they will confront throughout their academic careers. The program has three basic requirements: (1) participation in the Sheridan Teaching Seminar Lectures and Workshops, including completion of the final Program Evaluation form, (2) participation in a departmental Micro-Teaching Session, and (3) completion of an Individual Teaching Consultation. Interested students can participate in the extensive program of training and other activities sponsored by the Sheridan Center. This Center's [mission and function](#) are described in detail on their webpage.

DOCTORAL DEGREE PROGRAM COMPETENCIES

The doctoral program is intended for highly qualified students who plan to pursue a career focused on research, or research combined with teaching, in academic or non-academic settings. The Graduate School has several University-wide requirements of all students enrolled in graduate programs at Brown. These guidelines and regulations apply to all students in the School of Public Health Graduate Programs, and both students and advisors are expected to become familiar with these. They can be accessed online [here](#).

Within the Department, the major requirements for the PhD are:

- Completion of a program course covering core areas or required expertise. All 24 (or 16 with a prior relevant graduate degree) tuition units must be completed before entering candidacy.
- Demonstration of teaching experience (via TA and TE assignments).
- Synthesis of a core body of knowledge, evaluated via written examination.
- Demonstration of readiness to undertake original research, via oral presentation of prospectus or written dissertation proposal (oral exam).
- Submission of a dissertation grant to an external funder.
- Completion and oral defense of a dissertation that makes an original contribution to the chosen field of study.

The curriculum is competency-based because this approach provides clarity of the learning direction, stimulates accountability in the process of learning, and provides a framework regarding evaluation of learning. We define competencies in terms of knowledge, skills, and abilities. The doctoral program in HSR builds upon the methodological foundation of epidemiology and biostatistics, but extends beyond to incorporate social science theory pertinent to health services research.

There are eight core competency areas:

- Theory and context
- Study design
- Analysis
- Policy
- Data management and practical research skills
- Effective communication
- Ethical behavior, administrative skills, and personal and professional development
- Project leadership/independent research skills.

Within each competency area, specific details regarding desired competencies are used by students and mentors as guidelines that assure that stipulated learning objects have been achieved.

Opportunities for developing the competencies are provided in a variety of ways in the graduate

program. At the foundation of the graduate program are core courses. However, other modalities of learning are common including, short courses (3 weeks), structured reading courses, round table discussions, lectures, seminar, research group meetings, workshops, on-line training, student meetings, professional meetings, and research assistantships, among others. These opportunities for learning are used to reinforce material covered in courses in meeting the student's individual program goals. A brief description of opportunities that may be new to graduate training programs is provided below.

Short courses: Stata Boot Camp: a 2-3-week course typically offered over the summer (prior to the 1st year formal courses) is a student-led workshop intended to aid HSR PhD students in developing Stata competencies that will support their research throughout the program. We recognize that students enter with varied skills and experiences using Stata, and this workshop seeks to create opportunities for all students to feel ready to use Stata in their own work and that of any PI they may be working with. **The Boot Camp is required for first-year students;** and other students in the program are welcome to attend as desired.

Other courses may provide graduate students with skills necessary to access upper-level classes, and research assistantships.

Lectures: Several existing, relevant lecture series are offered in the Brown community (e.g., health services research, biostatistics, public health, sociology, economics, Population Studies & Training Center, etc.).

Faculty forum & Journal Club: See pages 6-7

Pre- and Post-doctoral student meetings (“POPCORN”): These hour-long meetings are organized by the post-doctoral fellows in the Center for Gerontology and Health Care Research and HSR doctoral students. When these meetings are held, all PhD students are required to attend. Typical topics include professional development (mentoring, grant applications, job search strategies; defining a research agenda) and important health policy content areas (Affordable Care Act, Medicare/Medicaid, etc.). Popcorn is served.

Research group meetings: There are currently over a dozen Centers and Institutes through which most faculty in the School of Public Health program undertake their research. Most Centers and institutes have regular research meetings. Students are encouraged to work with their advisors to identify an appropriate research group meeting and attend whenever possible.

Workshops: Workshops are intensive courses (one session 3-4 hours) for a small group addressing a specific problem or issue. The expectation for workshops is a high level of attendee participation, interaction, and hands-on exercises.

Online training and resources to improving statistical programming skills: The inclusion of on-line training programs (in particular for statistical programming) available from various University and non-University sources can be incorporated into the graduate training program. Such programs are identified periodically by program faculty and students and made available on an as-needed basis. The following are resources available on campus and online.

On Brown's Campus:

- Brown's university library has introductory-level [Stata](#) tutorials.

Online (note cost, if not free):

Health Services Research Doctoral Program Handbook

- <https://www.stata.com/learn/>
- <https://support.sas.com/training/us/paths/>

Brown has a subscription to LinkedIn Learning which has various free courses, some of which may be programming-oriented:

- [Stata Training and Cheat Sheets](#) (free)
- [CESH Introduction to R](#) (free)

Recommended textbooks:

- [A Gentle Introduction to Stata](#)
- [An Introduction to Stata for Health Researchers](#)
- [Health Econometrics Using Stata](#)
- [Microeconometrics Using Stata, Second Edition:](#)
 - Volume I: Cross-Sectional and Panel Regression Methods
 - Volume II: Nonlinear Models and Causal Inference Methods

Student leadership: Opportunities for student leadership arise in a wide variety of activities, including several of the meetings described above that are student run. To date, students have organized the journal club, provided feedback with respect to the program, and organized social activities. Students have formed a writing group charged with organizing program feedback. In addition to these meetings, the Sheridan Center organizes opportunities for achieving competencies in teaching. An additional opportunity for student leadership arises from representation on several departmental groups including the Curriculum Committee and the Graduate Studies Committee. These are elected positions which are held for one year. The School of Public Health Student Council, Graduate Student Council, the AcademyHealth Chapter and Programming Club offer leadership opportunities for students as well.

Professional meetings: We require that students identify at least one professional society in which to become an active student member. Selection of target society is to be made in consultation with faculty mentors. A common selection for Health Services Researchers is AcademyHealth, but students may choose any society of relevance to their discipline. Benefits of student membership include: networking, serving as ambassadors for our program, increasing visibility for our program, and having the opportunity to exercise leadership skills. In year 1, students are not expected to present their research, but to learn what is expected by observing and attending a professional meeting. In subsequent years, students are expected to submit abstracts and present their findings.

Internal grant review meetings: The internal grant writing review meetings occur weekly. These meetings provide students an opportunity to review ideas that people have for new proposals, resubmissions, etc. This is an informal session in which the individual presenting receives feedback from the group about their respective submission. Doctoral students may request to be informed of these meetings by contacting Dinka Morillo at CGHCR.

PROGRAM COURSEWORK AND SAMPLE CURRICULA

Regardless of specialty track, the required core courses are provided below. As can be seen, the required courses (in their anticipated sequence) cover the majority of the competencies. Students must request permission to waive a required course.

Health Services Research Doctoral Program
Handbook

Generally, only introductory courses can be waived (e.g., PHP 2150, PHP 2400 and PHP 2510), and then only when a student can demonstrate that they have satisfactorily completed an equivalent graduate-level course at Brown or at another institution. Please note, courses at Brown are worth one credit each and students are able to transfer as many as eight (Brown) credits.

Students seeking permission to waive an introductory course should obtain signatures first from their advisor, second from the course instructor (of the class to be waived), and lastly, from the GPD. The course instructor may ask the student to take a past final exam from the course for which a waiver is being requested. Students are expected to substitute an alternative course in place of the waived course.

Students are normally required to enroll for 4 course credits (3 if an RA or TA) per semester during their first 3 years (2 years if transferring in 8 credits). After meeting the residency requirement (which is 24 tuition units), to remain an “enrolled student,” you must enroll in either a full-time independent study, a thesis preparation course, or take the equivalent of a full-time course load.

The list of all courses and electives below is current at the time the handbook was written. However, the most up-to-date course descriptions can be found through [Courses@Brown](#). Sample curricula below assumes students are transferring in credits from a prior graduate degree. Courses in **Bold** are required to be taken.

Time Period	Required	Recommended/ Potential Electives
Year 1 Summer	<ul style="list-style-type: none"> ● Stata Bootcamp (see page 11 for more detail) 	<ul style="list-style-type: none"> ● N/A
Year 1 Fall	<ul style="list-style-type: none"> ● PHP 2446 HSR Doctoral Seminar: Financing & Delivery <p>[If students have limited prior exposure to epidemiology or biostatistics, then they should also enroll in:</p> <ul style="list-style-type: none"> ● PHP 2150 Foundations in Epidemiologic Research ● PHP 2510 Principles of Biostatistics and Data <p>As these courses are required pre-requisites for PHP 2200 (which is required)].</p> <ul style="list-style-type: none"> ● Responsible Conduct in Research Course (non-credit, not listed in CAB; CEPH requirement). ● PHP 1001 Intro to Public Health (non-credit, not listed in CAB; CEPH requirement). 	<p>Up to three electives:</p> <ul style="list-style-type: none"> ● PHP 2465 Introduction to Health Decision Analysis ● PHP 2515 Fundamentals of Probability and Statistical Inference ● PHP 2520 Statistical Inference I ● ECON 1620 Introduction to Econometrics ● Other quantitative courses in consultation with academic advisor ● PHP 2980 Independent Study (if completing RA-ship or reading course)

Year 1 Spring	<ul style="list-style-type: none"> ● PHP 2447 HSR Doctoral Seminar: Quality & Equity ● PHP 2200 Intermediate Methods in Epidemiologic Research ● Students must also take at least one other advanced quantitative course in the fall or spring from the list provided below. 	<p>Up to two electives:</p> <ul style="list-style-type: none"> ● PHP 2511 Applied Regression Analysis ● ECON 1629 Applied Research Methods for Economists ● PHP 2030 Clinical Trials Methodology ● PHP 2060 Qualitative Methods in Health Research ● PHP 2040 Survey Research Methods ● PHP 2517 Applied Multilevel Data Analysis ● PHP 2605 Generalized Linear Models ● PHP 2550 Practical Data Analysis ● Other quantitative course in consultation with academic advisor ● PHP 2980 Independent Study (if completing RA-ship or reading course)
Year 1 Summer	<ul style="list-style-type: none"> ● Year 1 Comprehensive Exam ● Required full time summer research assistantship 	<ul style="list-style-type: none"> ● Additional Training Workshops as recommended by your academic advisor ● Attendance and/or presentation of work at professional meetings
Milestones by End of Year 1	<ul style="list-style-type: none"> ● Completion of PHP 1001 and Responsible Conduct of Research courses ● Completion of required courses plus electives for a total of 4 credits a semester ● Completion of Year 1 Comprehensive Examination 	
Year 2 Fall	<ul style="list-style-type: none"> ● PHP 2090 Research Grant Writing for Public Health Part I (0.5 credit) ● PHP 2455A Health Services Research Methods I ● Concentration Required Courses 	<ul style="list-style-type: none"> ● Sheridan Center Teaching Certificate (required for all TA work, regardless of semester undertaken) ● PHP 2250 Advanced Quantitative Methods in Epidemiologic Research ● PHP 2365 Public Health Issues in LGBT Populations ● PHP 2385 Local and Global Community Engagement to Reduce Health Disparities ● PHP 2410E Medicare: A Data Based Policy Examination

		<ul style="list-style-type: none"> ● PHP 2530 Bayesian Statistical Methods ● PHP 2550 Practical Data Analysis ● PHP 2601 Analysis of Lifetime Data ● PHP 2603 Analysis of Longitudinal Data ● PHP 2604 Statistical Methods for Spatial Data ● PHP 2610 Causal Inference and Missing Data ● PHP 2690 Statistical Foundations of Data Science ● PHP 2980 Graduate Independent Study (e.g., reading course)
Year 2 Spring	<ul style="list-style-type: none"> ● PHP 2090: Research Grant Writing Part II (0.5 credit) ● PHP 2455B Health Services Research Methods II ● Concentration Required Courses 	<ul style="list-style-type: none"> ● 2.5 Electives ● PHP 2445 Minding the Gap: The U.S. Healthcare Safety Net ● PHP2980 Graduate Independent Study
Year 2 Summer	<ul style="list-style-type: none"> ● Required full-time summer research assistantship 	<ul style="list-style-type: none"> ● Presentation of work at professional meetings
Milestones by End of Year 2	<ul style="list-style-type: none"> ● Completion of Teaching Assistantship unless deferred to 3rd year ● Completion of Sheridan Center TA coursework ● Completion of core required courses ● Completion of specialty track required courses <p>Satisfactory completion of specialty track examination (can be deferred to year 3 without a prior graduate degree)</p>	
Year 3 Fall and/or Spring	<ul style="list-style-type: none"> ● PHP 2980 Thesis Preparation (Override code from Thesis Chair needed) ● Additional courses as required for specialty track or electives needed to complete course unit requirements (when not entering with prior graduate degree). ● PHP 2988 Teaching Experience Independent Study (must be approved by GPD and Course Director) 	<ul style="list-style-type: none"> ● Presentation of work at professional meetings

Milestones by End of Year 3	<ul style="list-style-type: none"> ● Submit external dissertation grant (Students entering with a Master's degree expected in year 3, bachelor's expected submission in 4th year). ● Complete oral examination for dissertation proposal. ● Teaching Experience requirement (PHP 2988); could be completed in 4th year. 	
Year 4 Fall and/or Spring	<ul style="list-style-type: none"> ● PHP 2980 Thesis Preparation (Override code from Thesis Chair needed) 	<ul style="list-style-type: none"> ● Presentation of work at professional meetings
Milestones by End of Year 4	<ul style="list-style-type: none"> ● Completion of Dissertation Defense/Oral Examination (may be in year 5) ● Submission of final dissertation to the graduate school (may be in year 5) 	

Quantitative Courses that meet quantitative course requirement

Students must take one of the courses from this list below in the first year of the program.

PHP 2511	Applied Regression Analysis
PHP 2515	Fundamentals of Probability and Statistical Inference
APMA 1650	Statistical Inference I
APMA 1660	Statistical Inference II
PHP 2520	Statistical Inference I
PHP 2580	Statistical Inference II
ECON 1620	Introduction to Econometrics
ECON 1629	Applied Research Methods for Economists
PHP 2517	Applied Multilevel Data Analysis
PHP 2605	Generalized Linear Models
PHP 2550	Practical Data Analysis

Students may petition for additional courses to fulfill this requirement at the approval of the instructors for PHP 2455 A and B. Course list will be updated annually.

Independent Studies and Reading Courses

Students in the PhD program have the option of taking independent studies or reading courses with faculty members during the fall and spring semesters. Given that learning how to conduct research is an important competency of the program, independent studies are opportunities for students to conduct research directly with a faculty member with the goal of producing publishable results and learning about the research process. Students interested in conducting an independent study should approach a faculty member they are interested in working with to discuss.

Independent reading courses are similar to independent studies and offer an opportunity for a student to investigate a topic in more detail with a faculty member. The student is responsible for putting together a reading list in consultation with a faculty member, and to meet with the faculty member to discuss the readings throughout the semester.

To register for an independent study or a reading course, students should enroll in their chosen faculty member's section of PHP 2980. If the faculty member does not have a section created for that course, they should contact the Academic Manager. Independent studies and reading courses may *only* be taken

with faculty members who have a primary appointment in HSPP. These courses receive a letter grade and are eligible for a course credit. Students should outline with the faculty member the expectations and deliverables for the semester *before* beginning the independent course.

As taking an independent course is eligible for a credit upon satisfactory completion, a student who for example takes an independent course and three other courses still has a complete schedule for full-time status. Importantly, independent courses do not replace any of the core program requirements and do not typically meet specialty track concentrations (unless special permission from the GPD and track lead is received) so students should ensure that independent studies do take up time needed for other requirements. The workload for an independent course should be equivalent to about a 1 credit course, thus, about 180 hours during the semester or roughly 12 hours a week.

SPECIALTY TRACKS

As soon as is reasonable in the degree process, students determine which specialty track fits their goals or create their own specialty track in conjunction with their advisor, and some students complete the general track. Each of the established tracks are described in greater detail below in an area relevant to HSR. Permission for the plan of study must be obtained from the GPD. Selection should be made during the second year at the latest, as the second-year qualifying exam will be specialty-track specific; it is recommended to meet with pertinent track advisors as soon as possible during the first year to decide on a course of study.

At present, three specialty tracks are offered: pharmaceutical health services research, health economics, and comparative effectiveness research/evidence-based medicine. Students may also have a general track or design their own track within health services research. For instance, students may design a focus on the application of sociological perspectives and organizational theory in the investigation of outcomes at the individual, organizational, policy levels of analysis; or methodological considerations in evidence synthesis and decision science, etc. Students who create their own track are responsible for identifying an approved sequence of courses that will fulfill the relevant content and methodological requirements, as well as an appropriate faculty advisor. Any custom specialty tracks must be approved by the GPD and the academic advisor. Coursework required for specialty tracks, whether existing or self- designed, will be in addition to general program requirements.

Specialty in Pharmaceutical Health Services Research

The Department of Health Services Policy & Practice is committed to advancing safe, effective, and cost-effective pharmaceutical use. While drug products and devices are evaluated for efficacy in clinical trials, their population effectiveness is dependent upon their dissemination to patients who can benefit from them while at the same time limiting the adverse consequences inherent to their use. Students in our graduate program benefit from interdisciplinary, state-of-the-art training in epidemiology and biostatistics and application of real-world data to contemporary gaps in knowledge. These applications broadly span pharmacoepidemiology and pharmaceutical health services research.

Pharmacoepidemiology is the application of the principles of epidemiology to study the use and effects of medications and other medical devices, generally in large populations. Most studies examine the adverse events or therapeutic benefits of drugs or medical devices after products have been launched (post-marketing). Such work is critical to overcome the inherent limitations of pre-marketing

studies and for supporting the most appropriate use of medications/devices with respect to safety and effectiveness. Pharmaceutical health services research moves beyond the risks and benefits of drugs in selected populations to important questions about access, quality, and costs. Despite the fact that the United States spends more on pharmaceuticals than any other nation, there remain significant disparities in prescribing and utilization, poor adherence, and failure to achieve therapeutic outcomes. The demand for highly skilled researchers focusing on evaluation of issues related to medication use has increased. *Pharmaceutical health services research* is of interest to the government, pharmaceutical industry, state and federal regulators, and organizations delivering pharmacy care. Areas of research span multiple settings (e.g., population-based, outpatient settings, in-patient settings, nursing homes). Students will become highly skilled in the implementation of pharmacoepidemiologic and other theory-based approaches to examining drug utilization, adverse and beneficial effects of medications, adherence, prescribing trends, pharmaceutical policy, drug pricing, as well as studies of interventions to improve the quality of pharmacy care. Most of this research has involved the use of large, cross-linked, observational datasets.

To complete this track, students must meet with Dr. Theresa Shireman, track advisor (theresa_shireman@brown.edu) and collaborate with their academic advisor to select 3-6 additional courses as suggested below and as a function of interests, previous coursework and experience.

Foundational courses:

- PHP 2440 *Introduction to Pharmacoepidemiology*
- PHP 2410E *Medicare: A Data Based Policy Examination*
- PHP 2150 *Foundations in Epidemiologic Research Methods*
- PHP 2200 *Intermediate Methods in Epidemiologic Research*
- PHP 2400 *The U.S. Health Care System: Case Studies in Financing, Delivery, Regulation and Public Health*

For students interested in this track who lack sufficient background, suitable introductory courses will be identified through discussion with the student's academic advisor. Suggested courses may include:

- BIOL 2860 *Mechanisms of Disease*
- PHP 2030 *Clinical Trials Methodology*

Additional methods courses may be taken with permission from the student's advisor.

Specialty in Health Economics

The specialty track in health economics offers both economic theory as well as additional methodological training, relying upon econometrics tools, to better understand the demand for health services and the industry factors that influence the distribution and shape of healthcare services in different markets. Of the increasing number of doctoral training programs in health services research, those built around the discipline of health economics are highly prevalent. Nonetheless, few of these programs are designed to give students complete exposure to all aspects of economics as a discipline, but rather allow students to specialize in specific healthcare issues.

The goal of the specialty track in health economics is to offer additional training in both the theory and methods of economics to prepare students to acquire greater substantive and technical competencies so that they can execute a dissertation that has the potential of contributing to the health services literature

from the perspective of a health economist. College-level intermediate Microeconomics is required as a prerequisite; and intermediate Econometrics is highly recommended.

To complete this track, students must meet with Dr. Andrew Ryan, track advisor, (andrew_m_ryan@brown.edu), and collaborate with their academic advisor to select at least 3 courses from the list below, as a function of interests, previous coursework and experience:

- ECON 2390 *Applied Econometrics I* [typically offered in the Fall]
- ECON 2400 *Applied Econometrics II* [Spring]
- ECON 2360 *Economics of Health and Population* [Fall]
- PHP 2480 *Selected Topics in Health Economics* [every other Spring]
- PLCY 2460 *Economics for Public Policy* [Summer]
- ECON 2470 *Industrial Organization* [Fall]
- ECON 2520 *Economic Development* [Fall]
- ECON 2930 [*Workshop in Applied Economics*](#) [Spring and Fall]

For students interested in this track who are just starting to build their economics background, suitable introductory courses will be identified through discussion with the student's academic advisor. Suggested courses may include:

- PHP 1480 *Introduction to Public Health Economics*
- ECON 1100 *Intermediate Microeconomics*
- ECON 1430 *The Economics of Social Policy*
- ECON 1385 *Intergenerational Poverty in America*
- ECON 1629 *Applied Research Methods for Economists*

Additional courses may be taken with permission from track advisor and the student's advisor.

Specialty in Comparative Effectiveness Research and Evidence-based Medicine

Students selecting this emphasis area will learn about evidence synthesis, including systematic review and meta-analysis, for assessing the effectiveness and safety of interventions, and decision, economic [such as net health benefit, cost-utility, or cost-effectiveness], and value-of-information analysis, to identify "good" decisions to clinical, population health and economic questions. To complete this track, students must meet with Dr. Thomas Trikalinos, track advisor (thomas_trikalinos@brown.edu), work with their advisor and take a minimum of 3 courses as follows.

Foundational courses:

- PHP 2415 *Introduction to Evidence-based Medicine*
- PHP 2435 *Intermediate Evidence-based Medicine and Meta-analysis*
- PHP 2465A *Introduction to Health Decision Analysis*

Other courses may be taken with permission of the track advisor and student's academic advisor based on student's direction and mathematical ability. Examples include:

- PHP 2530 *Bayesian Statistical Methods*
- ECON 2050 *Microeconomics I*
- ECON 2060 *Microeconomics II*
- APMA 2190 *Nonlinear Dynamical Systems I*

Finally, specialty directions in mathematical modeling (e.g., mathematical epidemiology, infectious disease modeling, chronic disease modeling) and uncertainty propagation (e.g., imprecise probability, robustness) will be covered by directed study.

MENTORING

The cornerstone of the health services research doctoral training program is the advising/mentoring program. The mentoring program integrates students into university life, promotes their retention of students, increases mentors' satisfaction, recruitment yield, decreases time to graduation and creates networking opportunities. The National Institutes of Health recognizes that today's research climate calls on methods from different related disciplines. The traditional sole-mentor model that typifies most graduate training programs does not suffice. A team of mentors at varying levels of career, offering complementary expertise is likely to be more effective than the sole-mentor model.

Individual Development Plan Policy

In response to the National Institutes of Health (NIH) and the Brown University School of Public Health mandate regarding the use of Individual Development Plans (IDP) for graduate students, the doctoral program in Health Services Research requires:

- All incoming and continuing HSR doctoral students (regardless of funding source) must submit an updated IDP, in consultation with their advisor, on an annual basis. It is completed and signed due to the Academic Manager no later than **December 15th** in order to create an updated progress letter addressed to you. This letter will be shared with your advisor and the Graduate School.

The IDP is a valuable tool that gives students the opportunity to address their short-term and long-term career goals. In order to achieve compliance with the IDP policy, please fill out the [Individual Development Plan for Health Services Research Doctoral Students](#), discuss with your advisor, and submit your signed and completed form to the Academic Manager.

As students develop their specific research interest, they are encouraged to consider adding an additional research advisor if their research interests are not aligned with their academic advisor. In addition to the faculty advisors, students have access to peer mentors, as well as alumni if requested (through the GPD). The goal of each advising resource is provided on the continuing pages.

Academic advising/mentoring

The GPD assigns each incoming student an academic advisor to assist the student in charting an academic course to assure that key benchmarks are met. The advisor is expected to be familiar with the student's academic background, particularly with respect to previous graduate coursework. The academic advisor not only assists in the selection of courses, but also in shaping academic, career and personal goals. Further, the academic advisor assists the student in developing strategies for achieving these goals.

Students should plan to meet with their academic advisor at least twice per semester, however more frequent meetings are encouraged given the student's goals. In the initial meetings with the academic advisor, students should try to plan a curricular program for up to two years and together complete an IDP (see above). The plan should include setting target dates for completion of milestones.

The advising relationship is an important one and students should be comfortable with their advisor.

Ground-rules and expectations are identified and established via a mentoring contract. It is understood that in some cases an individual student may wish to change academic advisors. This can be done any time by requesting a change from the GPD. If the student is not comfortable making this request to the GPD, they may make it with the Department Chair and/or the Academic Manager. If they are not comfortable bringing this request to either of those individuals, they may bring it up with another faculty member.

Note: The selection process and role of the *academic advisor* is different from that of the *dissertation advisor*. As the student's research trajectory becomes clear, the academic advisor is formally replaced by the dissertation advisor of the student's choosing. **Please inform the Academic Manager of this transition** as there is some documentation that needs to be updated.

Research mentoring

The primary roles of the research mentor are to: 1) immediately integrate students into the research enterprise at Brown University; and 2) identify potential learning experiences beyond the classroom. The research mentor should be familiar with the student's personal statement included in the application for admission. The research mentor may be separate from the academic advisor to increase students' exposure to faculty. Students are NOT required to participate in a research assistantship in the first year, but exposure to ongoing research projects is beneficial to student development. However, students who enter the program with background experience may choose to get involved in research if they so desire. The research mentor connects students to ongoing research meetings and studies on substantive research topics.

When assigned to an RA-ship, students are expected to attend regular meetings to begin observing the research process, networking with researchers interested in their field of inquiry, and hearing what the latest research questions, issues, and funding streams are. Students will be expected to meet project deliverables outlined with the research advisor. If the RA-ship is being completed for funding that semester, students are expected to work 20 hours a week on the project. Students may work up to 35 hours a week on research in the summer.

The research mentor helps the student develop a list of "shadowing" experiences. These can include clinicians, hospital quality improvement program staff, sitting in on regulatory board meetings, health insurance companies, observing people coding data used to populate administrative data sources, etc. The purpose of these experiences helps students gain insight into how the various stakeholders in health care view the issues discussed in the academic context and to accumulate experiences that should help stimulate more useful, practical research questions. These experiences also should help students understand some of the influences on existing data collected for administrative or payment purposes.

Peer mentoring program

The mission of the graduate student peer mentoring program (big sib/little sib) is to provide a supportive environment for health services research graduate students and to link new students with successful role models. This program is designed to provide an opportunity for guidance and a mechanism for students to tap into appropriate resources available on campus. Peer mentors' model professional behaviors expected of future scientists including guiding and mentoring people newer to the field. Students will be assigned a peer mentor upon matriculation into the program.

Development of strong student networks within the program facilitates future professional development. Peer advisers can respond to frequently asked questions that students have. They can also interact with

students in a wide variety of settings, and students may feel more comfortable talking to one of their peers than to a professional adviser. Peer advisers have firsthand knowledge of the issues and concerns that students face on a daily basis and have experience dealing with the challenges related to the selection of classes and time management.

Alumni connections program

We have designed a mentoring program that taps into the experiences of graduates of the academic programs in public health by providing ‘distant’ mentoring by alumni. The goal of the alumni connections program is three-fold. First, we are able to take advantage of the potential networking opportunities for our students. Because doctoral trained students can work in a variety of settings (e.g., government, industry, academic), we believe that people working in settings beyond Brown may be more in touch with relevant issues given the context of their work. Second, sometimes students have challenging experiences as they progress through various stages of their training. In these situations, it is often useful to get advice from persons who have successfully survived similar experiences. Lastly, the goal of the program is to keep alumni interested and connected to the happenings on campus. Students can be assigned an alumni connection upon matriculation into the program in consultation with their academic advisor.

THE DISSERTATION

Selecting a dissertation chair and dissertation mentoring team

Students enrolled in the PhD program must pass their written examinations prior to selecting a dissertation chair and committee, and progressing to the oral examination. However, we encourage students to learn about the research interests of various faculty members to gather information about prospective advisors well in advance of completion of the written exams. Any member of the faculty with a primary appointment in the Department of Health Services, Policy and Practice can serve as a doctoral thesis advisor. We recommend the following guidelines when selecting such an advisor:

- Ask someone who has experience in the area you are interested in studying.
- Once they agree they become your primary advisor, please alert academic manager.
- Ask someone who is able to make a commitment to be your mentor. Clarify and come to agreement with the dissertation advisor on expectations in terms of time and substance. Students who have established ongoing relationships with their advisors as research and/or teaching assistants have more opportunity for receiving mentoring from these individuals. Your initial academic advisor should assist you in the process of doctoral advisor selection.
- Consider the availability of funding when choosing an advisor. In the majority of cases, funding for doctoral students is arranged by and in conjunction with their doctoral thesis advisor.
- Your advisor provides ongoing supervision and consultation for the conceptualization, design, conduct, analysis, and interpretation of the research project. Most advisors engage you in scientific activities beyond your thesis, for example, presenting talks at university seminars and scientific meetings, assisting with manuscript reviews, and collaborating on other research projects.

The minimum size of a doctoral committee is three faculty members who can be selected from any faculty member at Brown or another institution; and in some particular cases, from a non-academic setting. More members are allowed to have a balance of expertise representing substantive and methodologic aspects of the thesis plan. On the other hand, more than four members may become

administratively complicated and challenging for the student who may feel compelled to respond to differing and, at times conflicting, advice.

Students should discuss selection of committee members with their dissertation advisor. Although interactions with committee members vary considerably, the minimal expectation of the committee is to evaluate and provide feedback at quarterly intervals during the preparation of the dissertation. Committee meetings should be scheduled on a regular basis (e.g., quarterly) to ensure this.

Students are permitted, though not required, to select one of their committee members from outside of Brown, as external committee members can offer valuable insight, and may be helpful for future job searches and networking.

Oral Qualifying Exam (Thesis Proposal)

The thesis proposal fulfills the following health services research PhD competency: Use a health services research theoretical framework to design an original study that addresses a significant gap in the health services or policy research literature.

The oral examination should be completed within a year from the time of the successful 2nd year written examination; except for those students who entered with a bachelor's degree only, who should complete it by the 3rd year. The goal of this part of the qualifying examination is to determine how well the student can define important scientific questions and devise creative and innovative approaches to answer them. Prior to the oral exam date request, the student should complete the Oral Exam Date Request Form, found on the [HSR Student Resources Google drive](#). The final signed copy is submitted to the Academic Manager.

The oral exam consists of two parts:

Written proposal. The proposal should be delivered to members of the dissertation committee two to three weeks prior to the date of the oral exam. In general, the written proposal would include the following:

- Summary of the proposal that includes the specific aims of the work to be done, the significance of the work to the field and the innovative nature of the study.
- Background and literature review. Describe the previous work done in the field that leads up to the scientific problem you are addressing. Raise questions about or indicate existing gaps in existing work that your dissertation will address. This step is crucial to establishing that your work will be original and innovative.
- Preliminary studies. Describe what work you have done, if any, that supports the proposed project.
- Proposed work. This section is the most important of your proposal and probably should be longer than each of the other three. It should describe the proposed work and give an outline for the three thesis papers. It is expected that the outline and preliminary work for the first and possibly second paper will be more developed than that of the third. Essentially this section needs to answer the questions: *What* do you plan to do? *Why* is it important? *How* do you plan to do it? Expected *pitfalls* and how might you approach them? If successful, where will your work lead in the future?

The written proposal is in the form of a dissertation grant proposal either submitted or planned to be submitted.

Oral Examination. For the oral exam, the student must prepare an oral presentation of the proposed

work, using slides as necessary. The oral examination will be attended by the thesis committee. The exam will be chaired by the dissertation advisor. The defense should be about two hours in length including approximately 30-60 minutes of questions. Students should be sure to practice the presentation beforehand so that there is adequate time for questions. Most importantly, students should realize that the committee has read the proposal, and try to focus on the research plan and its importance, rather than reiterating the background material. Feedback from the oral exam can be very helpful for developing the thesis project.

Evaluation. The chair of the oral exam will summarize the discussion and the outcome of the exam in a written memo to the candidate. The written proposal and oral exam will be evaluated for their content, plan, presentation, and defense. The evaluation results are the same as for the written comprehensive exams: full pass, conditional pass and not pass. Paperwork will need to be completed by the committee, reviewing the outcome of the oral examination. **Please work with the Academic Manager to have this paperwork ready prior to the day of your oral examination.**

Those earning full pass and who have successfully completed all pre-candidate requirements are then admitted to PhD candidacy. Those earning conditional pass may either be asked to re-take the oral exam or to address significant deficiencies in the proposal. In this case, the committee must agree that any shortcomings have been adequately addressed before the student is admitted to candidacy. A 'not pass' means the student may be directed to retake the oral exam altogether, or may be declined candidacy to the PhD degree. The Oral Exam Results Form must be completed and submitted to the Academic Manager after the exam is completed.

Upon becoming a PhD candidate, the student must plan at least twice-yearly meetings with the committee to review progress with members. Quarterly meetings are recommended, and more frequent meetings with the committee chair are also suggested.

Dissertation Defense

The completion of the dissertation fulfills the following Health Services Research PhD competency: produce a publishable health services research monograph that demonstrates mastery of scholarly writing.

Upon completing the proposed research, students schedule a public presentation and defense of their dissertation in collaboration with the Academic Manager by following procedures stipulated by The Graduate School. There will be paperwork that must be completed and signed *prior* to the defense, available on the HSR Student Resources page and/or can be provided by the Academic Manager.

Discuss proposed dates/timing with dissertation advisor: stipend coverage after dissertation defense can be extended until the end of the month in which the defense occurs; health insurance coverage extends until August of each year (regardless of when the defense occurs).

This [link](#) from the Graduate School also provides instructions for preparing and presenting the PhD dissertation. Students should contact the Academic Manager and/or the Graduate School for clarification of any instructions and to let them know of the preparation to defend.

Agreement by all committee members and the GPD to schedule the thesis defense is obviously a strong predictor of approval of the doctoral thesis. However, the final approval of the thesis is made after the student's presentation.

The Graduate School requires at least a month in advance of the defense, further details of the student's dissertation defense in which some paperwork (obtained from the Academic Manager and/or the Student Resources Google drive) will need to be completed. **It is recommended that the student meet with the Academic Manager to work together to get a sense of what is needed.** The Academic Manager will share this with the Graduate School who will return additional day of defense paperwork which will be discussed in further detail between the Academic Manager and the student.

It is the student's responsibility to schedule their own dissertation defense date, send a calendar invitation to members of the HSPP department (fellow students, faculty, postdocs and the Academic Manager). The Academic team will work with the student to create a flyer with details of the student's upcoming defense after the initial invitation has been sent to the Department and will be shared School-wide and added to Today@Brown as an event.

Committee members should receive the penultimate draft of the thesis sufficiently far in advance of the scheduled defense to allow for reading and preparation of questions; two to three weeks is recommended.

At the conclusion of the presentation, the thesis committee will meet in private to make a final determination of the acceptability of the thesis and discuss any changes for the final version.

Submission of completed dissertation to the Graduate School: The University requires all PhD dissertations to be completed toward the end of April for a May graduation. **Students who do not hand in their final thesis on time cannot participate in the University's graduation exercises.** The graduate school has compiled instructions to help graduate students with the preparation and presentation of the dissertation. These [dissertation guidelines](#) from the Graduate School website will help assist and guide you through the process.

When the thesis is presented to the University, it must be in final form. It may not be revised in any way after it is presented. In addition to providing the graduate school with the electronic copy of the PhD dissertation and copy the committee members and the Department by submitting to the Department Manager.

A copy of your abstract will need to also be submitted to the Director for Accreditation and Assessment at the School.

Conferral dates other than May are available in February and October. Students are encouraged to work with their dissertation advisor and the Academic Manager to ensure all deadlines are met. The student would automatically become a member of the graduating class of the following year regardless the year of conferral.

STUDENT EVALUATION

Student Academic Standing Evaluations

Students' academic standing (good, satisfactory, or warning) is evaluated twice per year, at the end of the fall semester and at the end of the spring semester. Student evaluations are completed with input from program faculty (teaching faculty, RA or TA/TE supervisors, academic advisors). The purpose is to provide consolidated feedback to students about their performance and progress in the program. If the

determination is made that a student is not making satisfactory progress, prospects for future financial support could be adversely affected and/or student enrollment in the program may be terminated.

Overall evaluation of graduate students takes place through a twice-annual review by the graduate faculty. The graduate faculty meet in late January/early February and early June to assess each graduate student's progress and performance from the previous semester. These are important points of evaluation, because overall assessments and decisions for continued support are made at these meetings. The results of the evaluation are communicated to students in a formal letter from the GPD at least once per year, or at any point that the student's progress falls below "good" standing.

Students' advisors will discuss the evaluation in greater detail and will be able to provide additional information. Topics relevant for the evaluation can include (though are not limited to) status in academic courses, performance on the qualifying exams, progress towards the thesis, performance as a teaching assistant and research assistant, priorities for the coming year to facilitate progress towards completing the degree and becoming an independent investigator and current and possible financial support.

The program encourages and expects that students and advisors meet periodically during the academic year to discuss the student's progress. This should occur in the context of course selection and subsequently to review the results of the annual evaluation. Semi-annual meetings are not intended to substitute for regular contact and students are encouraged to take the initiative to schedule appointments with advisors on a recurring basis.

Qualifying exams

Written evaluations appropriately timed throughout the doctoral student's training will occur: June Year 1- written qualifying exams (general HSR knowledge); June – Year 2- written qualifying exams (methods/theory/substantive area); Spring Year 3- oral exam (conducted in conjunction with presentation of thesis proposal) for students who entered with a prior graduate degree, otherwise it is year 4; completion of program – oral dissertation defense. Written exam results are ordinarily communicated to students within two weeks of the exam. These take three forms: *full pass*, *conditional pass*, and *not pass*.

Students who earn full pass on all portions of the required written examinations move onto to the next stage (preparing for year 2 exams or beginning the dissertation process (i.e., selecting advisor, preparing thesis proposal, etc.). Students who earn a conditional pass may also be eligible to enter the next stage but may be required to remedy any stated deficiencies (e.g., through directed self-study).

Students who do not pass the written examination on the first attempt (for either the Year One OR the Year Two exam) have **one** additional opportunity per exam to earn a pass or conditional pass. Those who elect to re-take the exam must do so within one year. Two failures on either the first- or second-year exam will result in immediate termination from the doctoral program.

Written exam – HSR general knowledge competencies

In early June of the first year, students are required to demonstrate general HSR knowledge competence in fundamental HSR concepts as evaluated via the written qualifying exams. Students must complete at least the two Doctoral Seminars (Finance & Delivery and Quality & Equity) and PHP 2200 Intermediate Methods in Epidemiologic Research before taking the Year 1 written examination. The reading list for the written exam is comprised of the texts and materials in the required courses. Students should be

prepared to answer questions on any material covered in the required courses.

Written exam – HSR methods/theory/substantive

By June of the second year, the student is required to pass the written qualifying examination focusing on HSR methods, theory or substantive area of research. Students must complete HSR Methods I and II and appropriate coursework relevant to their area of study prior to taking the written examination. The reading list for the written exam consists of relevant substantive texts from HSR Methods, specialty tracks, if appropriate, or specialized HSR literature. Students should be prepared to answer questions on any material covered in the required courses and/or from the reading list.

Research Ethics Training in the School of Public Health

All first-year doctoral students in the School of Public Health are required to successfully complete “Responsible Conduct in Research Training.” This is a five-week introduction to the scope and complexity of ethical situations that confront modern public health practitioners. Training covers multiple topics including: the context and history of ethical research practices within public health; research misconduct; the peer review process and its purpose; publication practices and responsible authorship; practical and ethical issues in human-subjects research; data acquisition, storage, and privacy; use of electronic resources; recognizing and navigating conflicts of interest; the mentoring relationship and associated responsibilities of mentors and trainees; and societal impact of public health research.

Discussion of the ethics of diversity is incorporated to convey an appreciation for the fact that differences of race, culture, age, gender, disability, and religion can affect the conduct and interpretation of research. The training includes presentations, short illustrative films specific to public health research issues, and small group discussion of hypothetical and real scenarios drawn from current literature and the news media. Supplemental materials and homework assignments are provided through the Collaborative Institutional Review Board Training Initiative (CITI) program online system. School of Public Health faculty and University staff from the Office of Vice President for Research and Research Administration participate as presenters and discussants along with students.

Successful completion of this course includes attendance at all meetings and passing the written final examination. Additionally, all students may continue their training after the first year by attending relevant lectures and discussion sessions sponsored by the Office of the Vice President for Research. The teaching certificate programs offered by the Sheridan Center are described [here](#). The Center's mission and function are described in detail on their [webpage](#).

ACADEMIC POLICIES, PROCEDURES, RESOURCES AND FINANCIAL SUPPORT

Grades and Course Credit

Students are expected to achieve grades of A or B in all courses that count for credit towards the graduate degree. Although students could earn credit for grades of C, a C grade may have an adverse impact on the student’s overall evaluation and academic standing.

Transfer Credits

PhD students may be allowed credit for graduate work done while in graduate residence at another institution. This includes work taken as part of a graduate-level degree prior to entering the PhD

program. No more than 8 of the required 24 units can be credited in this manner (each course, TA, or TEship at Brown is considered one credit).

To receive transfer credit, students must complete the appropriate application, available from the [Registrar's website](#) and obtain approval from the GPD.

Financial Information for PhD Students

All PhD students will be financially supported for five years by the Department and University. Financial support is contingent upon satisfactory academic progress. The standard financial support package includes tuition, the health services fee, health insurance, and a monthly stipend.

Supplemental support may also be available from Brown, Federal Direct Student Loans and other loans. Visit the Brown Graduate School support website for additional information.

Support packages are granted on a yearly basis.

Awards of financial support for new students are made in conjunction with admission to the program. Awards for continuing students are determined in early spring preceding the academic year for which the award applies (e.g., Spring 2020 for awards that apply to academic year 2020-2021).

Students receiving financial support must be registered as full-time students, which corresponds to taking four tuition units per semester during periods of financial support. Prior to candidacy, if support is in the form of a full-time teaching assistantship or research assistantship, students should register to receive four tuition credits. Once students have advanced to candidacy, they must register for PHP 2980 (Thesis Preparation), which will correspond to full-time student status.

The Department has several financial support arrangements through which standard financial support packages are provided, each of which carry different responsibilities and requirements.

Division fellowships are generally awarded to new students for one or more of their first three semesters and a summer. Fellows are permitted to take up to four courses per semester and generally have no teaching or research duties, but will be assigned to work closely with a faculty research mentor.

Teaching assistantships are awarded both to new and continuing students. Each PhD student will need to fulfill the TA requirement for at least one semester. TA-ship responsibilities are described above in the “Teaching Requirements” section of this handbook. TA-ships typically require up to 20 hours of work per week on average.

Traineeships are awarded to students who are pursuing graduate work related to a specific field of study and for which there is a federally- or otherwise funded training program. These carry a specific set of guidelines, restrictions and requirements. Students who are awarded a traineeship must check with the faculty member responsible for administering the grant to learn the details. The department currently holds two training grants to support graduate students interested in aging and health services research.

Research assistants work with faculty members on projects supported by the faculty investigators' grants

or contracts. The GPD assists students in finding faculty with similar research interests. Research assistantships require, on average, up to 20 hours of work per week during the school year and 35-40 hours for the summer. See the guidelines below for specifics on research assistantships.

External fellowships: The terms of support for external fellowships vary widely and are determined on an individual basis. All students are expected to submit a grant for external funding (e.g., dissertation grants, NSF fellowships, private foundation, etc.), though ongoing participation and funding in the program is not contingent on successfully securing external funding. The most popular funding mechanisms are the Agency for Healthcare Research and Quality (AHRQ) R36 dissertation grant (see description [here](#)), and NIA’s [F31](#) PhD Dissertation Award. Nevertheless, several students have also been supported by grants from private foundations, including [Tarlov and Ware](#) and the [JKTG Foundation](#).

Staff at the Center for Gerontology and Health Care Research maintain a list of external fellowships obtained by previous HSR doctoral students and can provide information and guidance on fellowship applications. Contact team members in Grants and Finance department at CGHCR (andrea_medeiros@brown.edu).

The Office of the Vice President for Research maintains a list of links and information about funding opportunities and can be found [here](#). In addition, a list generated by the Public Health and BioMedical Affairs/Division of Advancement keeps a list of external funding opportunities available for postdocs and grad students called [Next Level](#)

Funding Sources vs. Program Requirements

As described above, certain activities that students engage in count as sources of funding for a given semester, while other activities count as program requirements or academic credits. The following table helps to clarify these classifications.

Topic	Funding Source	Academic Credit/Other course requirements
Teaching	Teaching Assistantships: If a student is a TA for a course, it counts as a source of funding coverage. It does however count as a credit.	Teaching Experience: The TE-ship counts as an academic credit and does not cover a students’ funding for the semester. Journal Club: Hosting journal club at least once during the program is a requirement and counts as a credit, but not as a source of funding.
Grants	T32s and other fellowships: Students in the first two years are typically covered under a fellowship or a T32 grant which count as a student’s funding source for the semester. Dissertation grant: If a student receives a dissertation grant, it will typically count as a funding source for the remainder of the program or the grant period.	Dissertation grant: all students are required to submit a dissertation grant as a program requirement, regardless of whether it is funded.

Research	<p>RA-ship on faculty grants: If a student is an RA on a faculty member’s grant, the grant will count as the funding source for the semester/summer period.</p>	<p>First Summer RA-ship: The first summer RA-ship that a student engages in is a program requirement and does not need to be a funded position. Students are covered for their first summer.</p> <p>Independent Study RA-ship: If a student performs research under an independent study it counts as an academic credit and not a source of funding. However, it is possible to work with the same faculty member as both a funded RA-ship and independent study RA-ship concurrently if both an academic credit and a funding source are needed.</p>
----------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Domestic Conference Travel

If a student has any abstracts to present or any role in a conference the department expects the student to be reimbursed by a mixture of [GS funding](#), grant coverage, and/or T32 traineeship (for eligible students). Each academic year a set dollar amount will be determined by September to provide support for conferences.

As a general rule, it is the student’s responsibility to discuss potential meeting costs with their mentors as many faculty grants have support for conference funding *prior* to the conference. It is suggested to discuss this at the time of the abstract submission, particularly for conferences that might be unduly expensive.

If a student has no work to present and has no grant coverage they have an option to select one domestic conference per academic year in which the program’s operating budget will cover up to the specific dollar amount issued at the beginning of the academic year. Please note, the allowance from the GS will not be an option if students are not presenting.

As soon as you start to plan your travel and have received pertinent approvals, we can begin to process your reimbursement requests immediately up to the approved amount. Please only book non-refundable, coach class airline tickets per University [guidelines](#). If you are flying out of a different airport other than Boston Logan or TF Green Providence, or traveling on dates outside of those of the conference, please work with the Academic Coordinator or Manager *prior* to booking as cost comparisons will be needed, and we need ensure compliance of policies issued by the federal government and the University.

Food expenses will be reimbursed through either a receipt or a per diem allowance (to be determined by Academic team *prior* to conference) following the guidelines from the [U.S. General Services Administration](#); note that allowance may be reduced during days food is provided for, or on days of travel (depending on travel timing).

When submitting requests, please send one *single* PDF file, with details of what the expense is for and specific receipts (none are needed for per diem allowances) such as taxi or Uber fares. Credit card statements are considered as invalid forms of proof by the University. Please also include any approvals from PIs offering financial coverage for your travel.

Each Spring semester prior to the AcademyHealth conference each June, an addendum to this handbook will be created that will serve as a decision tree and memo related to conference travel that will help best determine the financial resources on offer to each student. In addition, at the beginning of each semester a memo will be distributed to each student reviewing their funding source(s) for the semester.

Publication Fees/Expenses

If students will be published as part of research relating to your work as an RA, please discuss with the PI of the project to determine if funds are available for you to use to cover the expenses.

If students are being published outside of their work as an RA, students are eligible to receive funds from the department through an application system. Your application will be reviewed by the GPD and Department Chair and does not guarantee coverage.

Research Assistantships

Being a part of a research community is a key part of our PhD program, and we want to give students the opportunity to engage in research early on in their academic career. Conducting research with faculty can help to build networks and give students the opportunity to publish papers early which can help build their career. This can greatly enhance the graduate experience and jumpstart engagement in research, allowing for an earlier exposure to data sets that may generate and has the potential to deepen or generate research interests of students.

For all students, during the academic year, there is an expectation that no more than 20 hours per week will be spent on a specific research project that corresponds to the supporting training source. The balance of the full-time activities may include additional time spent on the primary research project or related training activities, such as preparing for comprehensive exams, participating in summer classes/tutorials, individual reading and/or class preparation.

Students participate in RA-ships in a variety of on and off campus settings, including Public Health Research Centers, the Rhode Island Department of Health, (RIDoH) the Veteran's Administration (VA) and clinical departments at Brown-affiliated hospitals. This section of the handbook is meant to provide a set of uniform guidelines that apply to RAs in all settings.

Purpose of the Research Assistantship: An RA should be an integral part of the student's training program. It provides a means of financial support, experience with academic research in a field relevant to the student, and provides faculty investigators with support in the form of graduate student participation on their projects.

Role of the RA advisor: The RA advisor is responsible for supervising and directing the student's work during the term of the appointment. Frequently, the faculty member providing the financial support for the RA position will serve as the advisor, but another faculty member can be designated (note: the advisor must be a faculty member with a primary appointment at HSPP). The RA advisor is responsible for coordinating, scheduling, and keeping appropriate documentation on the RA's activity; this is a particularly important function on large projects where the RA may be working with several different faculty and staff members. The advisor also will be solicited for formal feedback as part of the twice-yearly evaluation of students.

Role of the student: A student is responsible for working on the assigned project for a maximum of **20 hours** per week during academic semesters per Brown University Graduate School policy. It is understood that this may sometimes fluctuate during different points in the year, such as when project demands are higher or when students are in an exam period. The advisor and student must work together to ensure that both academic and RA responsibilities are being met.

PhD students who are serving in the roles of teaching assistants or research assistants need to be

appointed in those roles and compensated according to the standards for that appointment (e.g., financial payment for RAship, TAsip or STAsip).

Brown doctoral students should *not* complete research or teaching activities administered through Brown as a volunteer. Assisting a Brown faculty member with their Brown-affiliated course or research are examples of activities considered to be administered through Brown.

We recognize that students often engage in research activity and training in pedagogy (e.g., TEsips) independently of a department-assigned role, as in the case of a student on a Presidential Fellowship or another fellowship, who engages in research despite the department-assigned RAship or TAsip appointment relief conferred by these fellowships.

In any given semester, a graduate student's stipend or research funding is attached to a particular activity, either a fellowship, teaching assistantship or research assistantship, as a part of the candidate's scholarly training. The program recognizes that various training opportunities outside regular appointments can play important roles in preparing graduate students for careers both inside and outside of academe. For supported graduate students in good standing, the program is supportive of such additional training opportunities including Supplemental RA or TA work (sRA/sTA). Such paid activities by graduate students in receipt of any university-issued stipends or research funding should not exceed **ten (10)** hours per week. If seeking out this opportunity, students wishing to exceed this limit must obtain permission from the Graduate Program Director, the student advisor and Director of Finance & Administration and must complete an online request (please ask Academic Manager for link).

In addition, regulations of outside agencies that provide funding to specific students, as well as those governing visas for international students, must be observed at all times to remain in compliance with visa restrictions, during the academic semester, doctoral international students are *not* permitted to pursue paid opportunities beyond their 20hr/week responsibility.

The program recognizes that various training opportunities or external employment outside regular appointments can play important roles in preparing graduate students for careers both inside and outside of academe. For supported graduate students in good standing, the Graduate Council is supportive of such additional training opportunities. Such paid activities by graduate students in receipt of Graduate School/School stipends or research funding should not exceed twelve (12) hours per week. Students wishing to exceed this limit must obtain permission from both their advisor, the Graduate Program Director and the Associate Dean of Academic Affairs at the Graduate School. In addition, regulations of outside agencies that provide funding to specific students, as well as those governing visas for international students, must be observed at all times.

At the beginning of each semester, we will solicit students to verify their employment, RA work and/or responsibilities to ensure no changes and to ensure remain compliant with federal government regulations

Duration of the appointment: RA-ships typically last a minimum of 10 months and a maximum of 12 months, and are subject to renewal. As described below, students are provided, on average, four weeks of paid vacation during the calendar year – two weeks during the summer and two weeks during the winter break. In addition, students are not expected to work during any of the official Brown staff holidays.

Publications and academic freedoms: Although the RA's role in generating manuscripts for publication may vary by individual setting, it must be recognized that, consistent with academic norms, those who contribute intellectual content must be given appropriate credit. Being an RA as opposed to being an investigator is not grounds to preclude authorship. RAs who contribute meaningfully to a research project should be offered the opportunity to participate as a coauthor in publications, even if the RA-ship has been completed at the time the manuscript is being prepared. RAs should notify and work with the RA advisor directly should they wish to initiate preparation of a manuscript for publication based on a project or data associated with the RA-ship.

Special consideration for students engaged in dissertation work: Students engaged in PhD thesis research should, when possible, be matched to an RA-ship that is closely related to their field of research, to the point that some of their work as an RA may eventually result in a first-author published manuscript.

Awarding of industry-sponsored RA-ships and internships: Industry-sponsored RA-ships are classified by the Department as 'Sponsored Fellowships' and are awarded to students based on mutual agreement by the student, the sponsoring organization, and the GPD. The industry sponsor submits a description of the Sponsored Fellowship to the GPD for review and approval before it is made available as a means of support.

The process of awarding Sponsored Fellowships follows the guidelines, including timeline, publications, and terms of appointment as the awarding of other RA-ships. Sponsors of off-campus RAs should factor travel time into the student's overall time commitment, and be prepared to defray appropriate travel expenses.

Specific guidelines for off-campus RA-ships: RAs must be directly supervised by a full-time Brown faculty member. When the supervisor is not a member of the Department, a faculty liaison, a Department faculty member, will be assigned to oversee the RA-ship broadly. In many cases this liaison can be the student's academic advisor

Policy on Vacation Time for Supported Students

The department views summer RA-ships and fellowships as an extension of program-supported training activities that take place during the academic year. In both the academic year and summer, students enrolled in PhD programs are provided a full-time stipend with the expectation that they will be engaged on a full-time basis in educational and training activities that are relevant to the student's personal, professional and educational objectives.

Over the course of the calendar year, vacation policy for students supported on a Research Assistantship or Training Grant is similar to that for University staff. Specifically:

- This can greatly enhance the graduate experience and jumpstart engagement in research, allowing for an earlier publication.
- RA supervisors are expected to make reasonable allowances for personal days and for workload during exam periods.
- Arrangements for vacation and personal time should be handled between the RA supervisor and the student; however, conflicts or concerns should be communicated to the GPD for resolution.
- Students supported by a Teaching Assistantship or Fellowship are expected to be available to work with their faculty mentor or other designated faculty supervisor during Academic Recess periods. In short, the same four-week rule applies for TA's and Fellowship students.

Policy on Work During the Summer

Sources of support: During the summer, students are supported either on a divisional fellowship, training grant or RA-ship unless undertaking an external internship (if so, please give advance notice to Academic Coordinator and/or Manager). Each source of support provides a comparable stipend. In most cases, students on divisional fellowships and training grants are matched to a faculty member for the summer, providing an opportunity to work individually with the faculty on a specific research project, thereby gaining additional exposure and experience. RA-ships are paid for by specific grants held by faculty members; work on an RA-ship generally is geared toward the research program corresponding to the objectives of the grant and also provides students with important skill-building experience. The assignment process is coordinated by the GPD of each doctoral program.

Objectives: The student, academic advisor and summer research supervisor should work jointly to formulate a schedule and set of activities designed to meet this comprehensive set of educational objectives. Oversight and advice can be provided by GPD as needed.

Work requirement and schedule: The period of work for summer research appointments is June 1 through August 31. During this period of time, it is expected that student's schedule of activities, averaged over the summer, will correspond to five full days per week. During the summer, this corresponds to approximately 35 hours/week, though it should be understood that the nature of academic research is such that time demands will almost certainly fluctuate from week to week. A schedule that allows a student to work five full days per week should be agreed upon in advance by the faculty member and the student.

Support for Student Parents

The University, School and Department are committed to supporting students throughout their academic careers, including when students become parents, or if students enter the program as parents. This support takes several forms, as outlined below.

Parental leave of up to eight weeks is available, as described in Brown University's Childbirth Accommodation Policy, defines students acting as the primary caregiver for a newborn baby as eligible. The duration of leave may be beyond eight weeks, depending on how students are funded. Students who anticipate requesting parental leave should consult with their advisor and/or PI. More information can be found in the [Graduate School Handbook](#).

The School of Public Health a dedicated lactation room for nursing mothers at 121 South Main Street (3rd floor). Other rooms may also be available to meet the needs of nursing mothers. Please connect with the Academic Manager for more information if needed.

Brown University also has a *childcare subsidy* which can help defray childcare costs. Applications are made yearly. Further information, including eligibility and application details, can be found [here](#).

The University also provides a number of web-based resources for student parents or students planning to become parents. See the Graduate School Family Resources [link](#) for further details.

Facilities/Space

The Department makes every effort to ensure that all graduate students are provided with adequate office

space. The Department provides incoming students with office space that has an individual desk. Students will ideally be located near their PIs, but will be accommodated as necessary. If you do not require any dedicated on-campus space please let the Academic Manager know.

Laptop Computers

The Program will provide each incoming doctoral student their own laptop computer. While the program will fund the initial laptop purchase, each student will be responsible for any needed repairs, replacement parts, upgrades, etc. As different components of the laptop are subject to different warranty periods, students should always check with the SPH IT Support Consultant Team (sph-itsc@brown.edu) for any possible component warranty before making a purchase or requesting repair. **Students must return the computer to the Academic Manager upon leaving the program.**

Student Membership on Departmental/School Committees

The Department mandates student representation on the Curriculum Committee, the Doctoral Graduate Studies Committee (as there are student representatives from each program participating). Students may also be represented on the Diversity, Equity and Inclusion Committee, the Admissions Committee (open to students who have advanced to candidacy and are typically in their last year or semester), the occasional School student panel (used to connect with prospective students) and to serve as [student program ambassadors](#). Students are also encouraged to participate in School, University and/or Division level committees such as the University Graduate Council and the Graduate Student Council.

Grievances

Students may not agree with faculty or committee actions related to evaluation of academic progress and standing. This may occur at the point of semi-annual evaluations, or at any of the points in achieving doctoral candidacy and preparing the thesis. Our intent as a faculty is to address disagreements directly and constructively. Therefore, we encourage students initially to discuss their concerns and explore possible solutions with their advisor, the Department Chair, and/or the GPD. The University's faculty handbook has a [detailed description](#) of grievance procedures, and students are referred and recommended to review.

Procedures exist for the resolution of non-academic grievances, such as complaints of harassment involving sexually or racially offensive behavior, and discrimination as cited in the University's Non-Discrimination Policy. There are also established procedures for reviewing the cases of students whose actions may require disciplinary measures. Inquiries about these procedures should be directed to the Department Chair and/or the Dean of the Graduate School.

Title IX

"No person in the United States, shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX). HSR is committed to providing an environment free from all forms of harassment. Please see Brown's [Title IX and Gender Equity](#) website for more details.

Language and Writing Assistance

One of the Program's priorities is that graduate students become competent in written and oral communication of scientific thinking. To this end, we offer multiple strategies for support and

development of these skills in the graduate program through formal coursework, participation in seminars and journal club, and in teaching and research assistantships. We also encourage students to take full advantage of resources provided by the following organizations on campus.

English Language Program & Writing Center: Those students whose native language is not English can make use of the opportunities provided at Brown to improve their command of spoken and written English. The Sheridan Center offers an [English Language Support Program](#) where Master's and PhD students come together for a two-week summer session aimed at equipping incoming international graduate students, for whom English is not a primary language, with the language skills to feel confident and successful in navigating their academic pursuits.

In addition, The Sheridan Center offers a [Writing Center](#). The Center is staffed by graduate students from various academic disciplines and staff members who are experienced writers and teachers who participate in ongoing training in composition and Writing Center theory and practice. The Writing Center associates are prepared to discuss all stages of the writing process, from finding a topic up through revision and editing strategies. Associates can help writers deal with writer's block, audience awareness, argumentation, organization, grammar, research skills, the conventions of academic writing, English as a Foreign Language, and issues of clarity and style, either one-on-one in person or virtually. Various workshops are held throughout the year including a Dissertation Writing Retreat is offered every January and July.

Diversity and Inclusion

We work together to create and maintain an environment stimulated, encouraged and nourished by the exchange of ideas from individuals with a wide variety of diverse backgrounds. We believe that it is our responsibility to ensure a richly diverse cultural environment that enhances learning and collaborative opportunities. We recognize and appreciate the valuable benefits of this exchange to our immediate and surrounding communities. We are committed to this important vision of our future; a commitment that relies on all of us to ensure its success.

Feel free to visit [the SPH Office of Diversity and Inclusion](#) website to learn about the variety of opportunities and the resources available to you and how you can become involved. Brown University's strategic plan emphasizes these values and you can read more about it at the [Office of Office of Institutional Equity & Diversity \(OIED\)](#). In the event you may need to report an incident on the topics of bias, discrimination and harassment or Title IX and Gender Equity, please use [this link](#) to find more information on how to proceed.