

**Doctoral Program in Health Services Research and Health Policy
Student Handbook
July 2019**

This document describes the expectations of students those seeking the PhD in Health Services Research and Health Policy and faculty who supervise students in the program. Topics not covered herein are generally covered in the Laney Graduate School (LGS) handbook available on the LGS website. If a topic is not covered there or herein, the student should consult the HPM director of graduate studies (DGS).

Mentoring

Incoming students will be assigned an advisor and a secondary mentor both of which will be full time faculty with a primary appointment in the Department of Health Policy and Management (HPM). Students may change advisors at any time but should do so in consultation with the existing advisor and mentor, and if needed the DGS. In exceptional cases the student may, in consultation with the DGS, select a secondary mentor who is not a full time faculty with a primary appointment in HPM. Once the student has selected a dissertation committee, the chair of the committee becomes the student's advisor.

The advisor, and at times the secondary mentor, should provide regular guidance to the student on course selection, research projects, and funding opportunities. At a minimum the student should have a formal meeting once a semester that includes both the advisor and secondary mentor. Prior to this meeting the student is to provide the mentor, advisor, and DGS an up-to-date curriculum vitae reflecting the status of any pending or published studies on which the student is an author. Additional mentoring related resources are at <http://www.gs.emory.edu/professional-development/mentoring.html>

Coursework and Examinations

All students are required to take a year-long health policy seminar and the TATTO courses (see below). In addition, students in the pre-candidacy phase are expected to regularly attend the department research seminar. Students will also take the mathematics "boot camp" in the August prior to the first semester on an as-needed basis.

For the economics track, students are required to take statistics, econometrics, a full year of microeconomics, and health economics. Students should also take other courses in applied microeconomics as offered by the Department of Economics. Core courses taken previous to enrollment in HPM may satisfy the requirements for the above with approval of the advisor and DGS.

The coursework for the political science track is more flexible because the Department of Political Science does not offer some courses on a consistent basis. In general, students should take as many political science courses as possible as long as they are related to the

fields of policy, evaluation and methods, or American government. As in the economics track, courses taken previous to enrollment in HPM may satisfy the requirements for the above with approval of the advisor and DGS.

TATTO

Emory requires doctoral students to engage in a series of activities to develop teaching skills to enter candidacy. The requirement of the HSR&HP program is that a student complete TATTO 605 as a teaching assistant, and complete TATTO 610 in a sequence that reflects increasing responsibility for course delivery and student evaluation. The student will receive feedback from the faculty they are assisting, and can make a request through the DGS to coordinate additional faculty observation and feedback. Additional information is available in the Laney handbook:

<http://gs.emory.edu/handbook/documents/Laney%20Graduate%20Student%20Handbook.pdf>

Comprehensive Examination

Following the second year of coursework, students will be required to take a general and field-specific comprehensive examination. The general exam will be written and graded by a committee of no less than three HPM faculty members coordinated by the DGS. The exam will cover readings in the core health policy seminar and will be given as a 24 hour, open book take home exam. Exams will be distributed and should be returned electronically. Prior exams are available from the DGS. Grading will be blinded and students must pass all questions to receive a passing grade on the exams.

At least two HPM faculty members with expertise in political science or health policy give the political science track field exam. Students in the economics track have the option of either 1) taking a health economics field exam written by at least two faculty members in HPM with expertise in economics 2) taking both the microeconomics and econometrics examinations in the economics department. At least two HPM faculty members with expertise in health economics field will write the HPM economics exam. It will consist of questions based on the health economics field course(s) the students completed.

The DGS will arrange for exam committees. The DGS will coordinate the scheduling of exams from late May through July depending upon faculty and student availability and preferences. Students must pass both the general and field exams to advance in the program. If students fail either exam, they will have an opportunity to take a second examination in November. Students who fail the exam a second time will not be advanced in the program, and will be awarded the MS in Health Services Research assuming satisfactory completion of other requirements for that degree (see below).

Candidacy

A student enters candidacy after the completion of the following:

Eligibility

To be eligible for candidacy, a student must meet the following requirements:

1. Complete all program required coursework and other training required by the degree program, including program required JPE training
2. Complete qualifying examinations required by the degree program
3. Complete TATTO 600, TATTO 605, and JPE 600 (also see item 1)
4. Resolve any Incomplete (I) or In Progress (IP) grades
5. Complete required coursework with a minimum cumulative 2.70 GPA and be in good standing overall
6. Have earned at least 54 credit hours at the 500 level or above

TATTO 610 and JPE 610 should be complete before entering candidacy, but exceptions to this can be made through formal request to the program faculty through the DGS.

Timing

Students should enter candidacy as soon as all requirements have been completed.

Students must reach candidacy by September 15 of their fourth year.

Students who do not meet this deadline will be placed on academic probation, will not be eligible for PDS funds, and may forfeit financial support. These sanctions will be lifted when the student enters candidacy.

Guidelines for Dissertations

As a fundamental requirement for the PhD degree, the student must demonstrate mastery of methods and tools of research, potential for productive scholarship, and promise as an authority in a special subject. This demonstration is embodied in a dissertation setting forth the results of the student's original investigations. The dissertation must make an actual contribution to existing knowledge or be a fresh and significant critical interpretation of existing knowledge. It serves as the most important, concrete proof of the candidate's scholarly abilities.

--LGS Handbook

Timeline and procedures

Once in candidacy the student must assemble a thesis committee and complete a dissertation proposal. This proposal will outline the intended work for the dissertation in detail sufficient for the committee to assess the student's ability to complete the outlined research in a reasonable period. The successful oral defense of the proposal must occur by March 15 of the student's fourth year in the program per LGS policy.

Students who do not meet this deadline will be placed on academic probation, will not be eligible for PDS funds, and may forfeit financial support. These sanctions will be lifted when the student files a dissertation committee form.

In the interim, and at any point after successful proposal defense, if satisfactory progress is not being made in dissertation research, the student is to receive a grade of U for their doctoral thesis research credits for that term and all subsequent terms (including summer) which would place the student in a probation status. In these instances, a remediation plan with measurable goals toward research progress in the subsequent term will be developed and agreed upon by the committee and the DGS. If these goals are not met during that term, it will necessitate a second U for that term's doctoral thesis research credits and the following the third term following these two terms would be the student's last in the program.

This policy is effective starting fall semester 2017, and applies to all students immediately, with two exceptions: students who started their programs before the fall of 2017 must meet the dissertation committee deadline in effect when they first enrolled, and must have an approved dissertation committee no later than August 1 before their fifth year of study; and students who started their programs before the fall of 2017 will not be placed on probation if they fail to meet the dissertation proposal defense deadline.

Masters of Science in Health Services Research (HSR)

Under extraordinary circumstances, students admitted to the doctoral program may leave the program before completing the requirements for a PhD, either of their own volition or as a result of departmental action. Under these circumstances, students may elect to receive a Master's of Science in HSR. However, all Laney Graduate School requirements for the Master's degree must be satisfied. The requirements for the Master's degree are specified in the Laney Graduate School Handbook: <http://www.gs.emory.edu/uploads/academics/LGS%20Handbook.pdf> Additionally, 48 credit hours of course work must be completed with a grade of B or better. The DGS must review and approve all requests for consideration of a terminal MS degree prior to the submission of the request to the Laney Graduate School.

Committee composition

The committee consists of a minimum of three faculty members who are members of the LGS faculty. Additional faculty need not be appointed to the LGS. HPM requires at least two of the committee members be full time faculty with primary appointments in HPM, one of which will serve primary advisor or co-advisor. Exceptions can be granted on a case by case basis after consultation with the primary advisor and the DGS. Committee members who do not hold appointments in the Graduate School of Arts and Sciences (this includes medical school faculty and CDC employees) require the approval of the Director of Graduate Studies and the Dean of the Graduate School of Arts and Sciences.

Form and co-authorship

We will accept two types of dissertations: 1) the traditional book-length form or 2) three publishable papers. Ideally, at least two of the three will be on a related theme. None should consist of work started or completed prior to time when the student enters the program. For doctoral candidates choosing the three-paper option, co-authorship is permitted, but the candidate should be the first author on all three papers, reflecting the candidate having played the primary role in developing the study idea and executing the analysis. We will consider exceptions on a case-by-case basis in the event the author is writing a paper targeted for a field or journal where listing of authors in alphabetical order is the norm. Co-authorship between doctoral students is permitted, but the paper can only count toward one student's dissertation.

Outside Readers on Dissertation Committees

Refer to the Laney Graduate Handbook

(<http://gs.emory.edu/handbook/documents/Laney%20Graduate%20Student%20Handbook.pdf>)

Change of Committee

If the committee changes after its formation, the student should work with the program director to submit a change of committee form found on this page:

<http://www.gs.emory.edu/academics/policies/dissertation.html>

Oral Examinations of proposal and final dissertation

Ph.D. proposals and dissertations must be defended at a formal examination in which the student has the opportunity to discuss and answer questions regarding the proposed or finished work. It is expected that notice be given to the DGS three weeks in advance when scheduling proposal or dissertation defenses, to allow HPM faculty not on the committee to set aside time to attend should they desire. The advisor and DGS will coordinate to ensure there is sufficient time for presentation and questions from faculty. After the examination, the student will be asked to leave the room, and the committee will decide whether the dissertation passes, fails, or is incomplete. All faculty members of the Defense Committee are expected to be present at the defense. Defenses should be scheduled with LGS deadlines for degree award dates in mind.

Format

All dissertations must adhere to GSAS policies regarding format. See:

<http://www.emory.edu/GSOAS/current/dissertation/>.

Professional Development

Department Research Seminar and Professional Development Seminars

Students are expected to regularly attend and participate in the department research seminar(s). It is a requirement of the first year seminar course, and will comprise a portion of that grade accordingly. Substantial effort is made to schedule this seminar so it does not conflict with student's coursework and/or teaching obligations. In the event the seminar conflicts with a student's schedule, the student will communicate this to the DGS. Students in their second year and beyond are strongly encouraged to sign up and

present their own or collaborative work to practice and further develop their research presentation skills.

In addition, the DGS, in coordination with the faculty, will offer professional development seminars. These seminars will generally cover topics including giving a professional research talk, how to prepare peer review referee reports, job market preparation, etc.

Keeping abreast of the field

Students are encouraged to keep track of developments in health policy and their respective fields as soon as they enroll in the program. Students should subscribe to the Kaiser Daily Health Policy Report (sign up www.kaisernetwork.org) and journal table-of-contents. Suggested journals include the New England Journal of Medicine, the Journal of the American Medical Association, Health Affairs, Health Services Research, Medical Care, the American Journal of Health Economics, the Journal of Health Economics, Health Economics, the Forum for Health Economics and Health Policy, the Journal of Health Politics, Policy, and Law, Inquiry, and Medical Decision Making and other top field journals as the student becomes more specialized in their fields of interest.

Attendance at professional meetings

Presentation of research at professional meetings is an integral part of developing a research portfolio. First year students will receive financial support to travel to the Academy Health Annual Research meeting. In the second year and beyond, as funds allow and in coordination with the DGS, students who have their work accepted for presentation at national meetings will be provided financial support for registration and travel in accordance with Emory and LGS policies. Generally, the department will provide funds for at least one meeting per student per year, with additional meetings being subject to budget availability. Students are strongly encouraged to exhaust other sources of funding for travel first.

Grievance policy

Students who have a grievance related to some aspect of their doctoral program in the Department of Health Policy and Management should report it to the DGS. The student should describe the grievance and relevant details in a letter addressed to the DGS, who will try, if possible, to resolve the grievance in conversation with the student and relevant parties. If this is not successful, the DGS will appointment a committee of three HPM faculty members (or faculty members outside the HPM doctoral program if the situation warrants) who will review the grievance and propose an appropriate response. If it is impossible to resolve the grievance within this committee or within the framework of the HSR&HP doctoral program administrative structure, the DGS will forward the grievance to the Office of the Senior Associate Dean of the Laney Graduate School. From this point forward, the grievance will be handled according to the Grievance Procedure outlined in the Laney Graduate School Handbook. If the issue is with the DGS, the student should go directly to the Senior Associate Dean of the Laney Graduate School.