



## CITI Certification—Instructions

### ATTENTION—ALL Master's Students—CITI Requirement

Effective Nov 3<sup>rd</sup>, 2014, CITI certification in the Protection of Human Research

**Subjects** is required PRIOR to enrolling in Capstone Courses and Thesis Courses

#### Master's Programs REQUIREMENT:

Effective November 3<sup>rd</sup>, 2014 ALL students must show evidence of completion of the CITI course Protection of Human Research Subjects (i.e., CITI certification) PRIOR to enrolling in either MPH Capstone courses: EPH 680 and EPH 681 or MSPH Thesis courses: EPH 698 and EPH 699.

Research is essential for the advancement of medicine and public health. Among many things, it can provide us with important information about disease trends and risk factors, and outcomes of treatment or public health interventions. As public health practitioners you will more than likely participate in research at one time or another. Everyone involved in research at the University of Miami must complete a course in research ethics. While a student at UM, you may complete this course online via the *Collaborative Institutional Training Initiative (CITI)*. We believe that the topics covered in the "Course in the Protection of Human Research Subject" are a beneficial adjunct to your current curriculum and will provide you with a strong research foundation. In addition, this is something you will be required to have in order to participate in an innovative, school-based service-learning experience of one of your MPH courses.

#### INSTRUCTIONS:

- GO TO: [www.citiprogram.org](http://www.citiprogram.org)
- LOG IN: Proceed to Select **Log in via SSO**
- Scroll down and SELECT: **University of Miami/Jackson Health System Courses**
- You will be redirected to UM Single Sign-On: **Sign in with your CaneID & Password**
- Create a new CITI Program Account *[if you don't have one already]*
- Under the **University of Miami/Jackson Health System Course** drop-down CLICK: **Add a course**
- SELECT the following courses:
  - ☐ Human subjects research (HSR) series [Answer a series of questions] (REQUIRED)
  - ☐ Conflict of Interest Course (REQUIRED)
  - ☐ Health Information Privacy and Security (IPS) series (REQUIRED)
  - ☐ Responsible Conduct of Research (RCR) series (Recommended ONLY for students who do research)
- SELECT **NO, I have NOT completed the Basic Course** in the Protection of Human Research Subjects in the past, IF this is your first time using the CITI program.
- SELECT **Yes, I would like to take the Students in Research Course.**
- SELECT **Yes, I conduct Social or Behavioral research [Group 2]**
- **NOTE:** CITI will ask if you desire to take other courses. You can say no. The only required courses are the ones listed above.
- COMPLETE the required online modules *[The modules will take few hours to complete, but you can do it at your own pace]. You must obtain a grade 80 or higher.*
- OBTAIN a CITI completion report *[The certification report will show you what you've completed, date of completion and expiration, and grade].*
- Prior to enrolling in EPH680, EPH681 or EPH698 EPH699, SEND a PDF of the CITI certification report to your Capstone Manager:
  - ☐ **Megan Garber** [m.garber@med.miami.edu](mailto:m.garber@med.miami.edu) (for MPH and MSPH Students)
  - ☐ **Andrea Sparano** [ars285@med.miami.edu](mailto:ars285@med.miami.edu) (for MD/MPH students)

## EPH 698—MSPH Thesis Proposal 3 credits

### Pre-requisite:

1. Nine (9) credits completed in Master of Science in Public Health (MSPH) including EPH 601, 602\*
2. Permission from Capstone Manager or Faculty Advisor.
3. One of two of these research methods courses:

Course #	Course Name	Semester	Pre-requisite
EPH 604	Clinical Trials	Summer A	601 or instructor permission
EPH 647	Community Based Participatory Research (CBPR)	Spring	Instructor permission
EPH 649	Survey Methods	--	(inactive)
EPH 651	Research Methods	Spring	601 & 621 or instructor permission
EPH 656	Qualitative Research Methods	Spring	None
EPH 703	Advanced Statistical Methods I	Fall	601 & pass pre-test, instructor permission
EPH 705	Advanced Statistical Methods II	Spring	703
EPH 751	Survival Analysis in Clinical Trials	Spring	602 or instructor permission
BST 625	Statistical Computing	Fall	Instructor permission

### Course description:

This is an independent study course. Students in the MSPH track may register for this course with an approval from the Capstone Manager and the faculty advisor. The purpose of this course is to develop the MSPH Thesis Proposal, form a thesis committee with at least two members: 1<sup>st</sup> reader (an expert in the field) and 2<sup>nd</sup> reader (the faculty advisor) and obtain an approval from the committee members. This MHPS Thesis Proposal is required and must be approved prior to start data collection and analysis.

### Deliverables and grading:

This course is graded “satisfactory (S)/unsatisfactory (US)”. If student has not completed the deliverables by the time grades are due for a given academic term, she/he will receive an “IP” (In Progress), which can be changed the following semester when the deliverables are met. In order to receive a “S” (satisfactory) students must have the following deliverables completed:

	EPH 698 Deliverables	Description
1	<b>CITI</b>	Certification (Group 2)
2	<b>COMMITTEE</b>	Form a committee with at least two members, one of which is your faculty advisor in the Department of Public Health Sciences
3	<b>CONTRACT APPROVED</b>	Submit an approved contract signed by all committee members and the graduate program Director of Academic Affairs.
4	<b>WRITTEN PROPOSAL</b>	Approved MSPH Thesis Proposal
5	<b>ORAL PRESENTATION</b>	Complete an oral presentation of your proposal per instructions from your faculty advisor
6	<b>COURSE EVALUATION</b>	EPH698 course evaluation submitted at the end of the semester

\*EPH602 may be taken in the same semester of the EPH699--Thesis

## EPH 699—MSPH Thesis (post-candidacy) 3 credits

### Pre-requisite:

1. 9 credits completed in Master of Science in Public Health (MSPH) including EPH 601, 602\*
2. Approved MSPH Thesis Proposal, i.e. received “Satisfactory (S)” in EPH 698 and/or permission from the Capstone Manager or Faculty Advisor.
3. One of two of these research methods courses:

Course #	Course Name	Semester	Pre-requisite
EPH 604	Clinical Trials	Summer A	601 or instructor permission
EPH 647	Community Based Participatory Research (CBPR)	Spring	Instructor permission
EPH 649	Survey Methods	--	(inactive)
EPH 651	Research Methods	Spring	601 & 621 or instructor permission
EPH 656	Qualitative Research Methods	Spring	None
EPH 703	Advanced Statistical Methods I	Fall	601 & pass pre-test, instructor permission
EPH 705	Advanced Statistical Methods II	Spring	703
EPH 751	Survival Analysis in Clinical Trials	Spring	602 or instructor permission
BST 625	Statistical Computing	Fall	Instructor permission

### Course description:

This is an independent study course. Students in the MSPH track may register for this course with an approval from the Capstone Manager and faculty advisor. The purpose of this course is to collect and analyze the data per thesis proposal, to prepare and write the thesis and deliver an oral presentation.

### Deliverables and grading:

This course is graded as “satisfactory (S)/unsatisfactory (US)”. If student has not completed the deliverables by the time grades are due for a given academic term, she/he will receive an “IP” (In Progress), which can be changed the following semester when the deliverables are met. In order to receive a “S” (satisfactory) students must have the following deliverables completed:

	EPH 698 Deliverables	Description
1	<b>MSPH THESIS ABSTRACT</b>	Approved by faculty advisor and sent to capstone manager at least 2 weeks prior to oral defense
2	<b>MSPH THESIS ORAL DEFENSE</b>	Oral presentation to committee, faculty, staff, and peers completed.
4	<b>MSPH GRADING GRID</b>	Completed and signed by committee after oral defense
5	<b>CONTRACT CERTIFIED</b>	Fully signed contract (on both columns) by all committee members and the graduate program Director of Academic Affairs or designee after oral defense
3	<b>MSPH WRITTEN THESIS—APPROVED</b>	Approved by faculty advisor and sent to capstone manager
6	<b>LIST OF ACCOMPLISHMENTS</b>	List accomplishments from the thesis, such as conference presentation, posters, awards
7	<b>COURSE EVALUATION</b>	EPH699 course evaluation submitted at the end of the semester

\*EPH602 may be taken in the same semester of the thesis for those students on a fast program track

## MSPH THESIS STUDENT/FACULTY CONTRACT

Student Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

This contract is to be completed, APPROVED (signatures on 1st column) and submitted to the DPHS Graduate Programs Office upon completion of EPH 698 and **prior** to registering EPH 699. Must be CERTIFIED upon completion of EPH 699.

**Credit Allocation:** MSPH Thesis requires completion of 6 credits: EPH 698—MSPH Thesis Proposal (3 cr) and EPH 699 – MSPH Thesis (3 cr). The final grades earned will be **S (satisfactory)** or **U (unsatisfactory)**.

**Course Description:** The purpose of the MSPH Thesis is to allow students to demonstrate competency in the development and implementation of a public health intervention, address a public health problem, or answer a public health research question.

**NOTE: EPH 699 IS THE REQUIRED CULMINATING “CAPSTONE” EXPERIENCE FOR THE MSPH DEGREE. EPH 699 MAY BE TAKEN AS AN ELECTIVE BY MPH STUDENTS IF APPROVED BY THE STUDENT’S ACADEMIC ADVISOR.**

Term Beginning: \_\_\_\_\_

Oral presentation completed by: \_\_\_\_\_

Final draft of the public health project must be distributed to all committee members and the EPH Graduate Programs office at least **one week prior to the oral presentation**:

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**The APPROVED contract must be accompanied by the MSPH THESIS PROPOSAL indicating:  
Proposal title, introduction, background, and methods (see template)**

### Proposal APPROVED by:

First Reader:
Name:
Signature:
Date:
Second Reader:
Name:
Signature:
Date:
Director of Academic Affairs:
Name:
Signature:
Date:

### Completion CERTIFIED by:

First Reader:
Name:
Signature:
Date:
Second Reader:
Name:
Signature:
Date:
Director of Academic Affairs:
Name:
Signature:
Date:

**Final Grade Earned:** \_\_\_\_\_

**UNIVERSITY OF MIAMI MILLER SCHOOL OF MEDICINE  
DEPARTMENT OF PUBLIC HEALTH SCIENCES**

**TITLE HERE**

By

**YOUR NAME, YOUR DEGREES**

Department of Public Health Sciences  
University of Miami Miller School of Medicine

**MASTER OF SCIENCE IN PUBLIC HEALTH**

**THESIS PROPOSAL**

Submitted to the Faculty of the University of Miami  
in partial fulfillment of the requirements for the degree of Master of Science in Public Health  
at Department of Public Health Sciences in Miller School of Medicine

**July 21, 2015**

Coral Gables, Florida  
USA

**FACULTY ADVISORS**

Tulay Koru-Sengul, PhD, MHS  
Associate Professor  
Division of Biostatistics  
Department of Public Health Sciences  
University of Miami Miller School of Medicine

**YOUR OTHER COMMITTEE MEMBERS, DEGREE**

Professor  
Division of XXX  
Department of XXX  
University of Miami Miller School of Medicine

## TABLE OF CONTENTS

	Page
1. Background .....	3
2. Purpose.....	5
3. Hypothesis.....	6
4. List of Measures .....	6
5. Data Collection .....	7
6. Data Analysis .....	7
7. Regulatory Approval .....	8
8. My Role .....	9
9. References .....	9
10. Appendixes.....	10

## **TITLE HERE**

### **1. BACKGROUND**

### **2. PURPOSE OF PROJECT**

### **3. HYPOTHESIS(ES)**

### **4. THE LIST OF MEASURES**

### **5. DATA COLLECTION**

### **6. DATA ANALYSIS**

### **7. REGULATORY APPROVALS**

Since the datasets are both de-identified and publicly available, this project is exempt from IRB review.

### **8. MY ROLE**

My role in the project will be ...

### **9. REFERENCES**

### **10. APPENDIXES**

**UNIVERSITY OF MIAMI MILLER SCHOOL OF MEDICINE  
DEPARTMENT OF PUBLIC HEALTH SCIENCES**

**TITLE HERE**

By

**YOUR NAME, degree**

Department of Public Health Sciences  
University of Miami Miller School of Medicine

**MASTER OF SCIENCE IN PUBLIC HEALTH**

**THESIS**

Submitted to the Faculty of the University of Miami  
in partial fulfillment of the requirements for the degree of Master of Science in Public Health at  
Department of Public Health Sciences in Miller School of Medicine

**July 21, 2015**

Coral Gables, Florida  
USA

**FACULTY ADVISORS**

Tulay Koru-Sengul, PhD, MHS  
Associate Professor  
Division of Biostatistics  
Department of Public Health Sciences  
University of Miami Miller School of Medicine

**YOUR OTHER COMMITTEE MEMBERS, DEGREE**

Professor  
Division of XXX  
Department of XXX  
University of Miami Miller School of Medicine



## TABLE OF CONTENTS

		Page
0.	Abstract	3
1.	Introduction	5
2.	Methods	8
	2.1 Data Sources	9
	2.2 Outcome Definition	10
	2.3 Variable Definitions	10
	2.4 Statistical Analysis	11
3.	Results	13
4.	Discussion	15
5.	Acknowledgements	19
6.	References	20
7.	Tables	
8.	Figures	

## THE LIST OF TABLES

		Page
1.		23
2.		24
3.		25
4.		26
5.		26

## THE LIST OF FIGURES

		Page
1.		27
2.		28
3.		28

**TITLE**

**ABSTRACT**

**OBJECTIVES**

**METHODS**

**RESULTS**

**CONCLUSIONS**

**KEYWORDS:**

**I. INTRODUCTION / BACKGROUND**

**II. METHODS**

**2.1 Data Sources**

**2.2 Outcome Definition**

**2.3 Variables Definitions**

**2.4 Statistical Data Analysis**

**III. RESULTS**

**IV.DISCUSSION**

**ACKNOWLEDGEMENTS**

**REFERENCES**

**TABLES**

**Table 1:**

**Table 2:**

**FIGURES**

**Figure 1:**

**Figure 2:**

## EPH 699—Dissertation Thesis Assessment

Program Name:		Program Degree Level:		Date:
Student Name:	UM ID:	Student School Code:	Major Code:	Student Degree:
Rating of (check one):      Master's Thesis      Doctoral Dissertation      Other ( <i>specify</i> ):				

	Rating Scale and Explanations					Rating (1-5, from scale to left)
	1 = Unacceptable	2 = Poor	3 = Average/ Acceptable	4 = Very Good	5 = Exceptional	
<b>Knowledge of the discipline</b>	Error(s) in exposition of the field and/or omission of key source(s)	Minor errors, omissions, and/or lack of synthesis	Adequate and accurate exposition of key sources	Good coverage and synthesis of key sources plus additional relevant material	Thorough review and excellent synthesis of sources, including some obscure but relevant ones	
<b>Appropriate methodology</b>	Errors in methodology selection and/or use	Minor methodological errors and/or omissions	Methodology applied correctly and adequately; appropriate documentation	Methodology applied correctly, explained clearly, and documented well	Mastery of finer points of methodology plus elegant application and/or supplementary approaches	
<b>Application of knowledge and methodology to original research topic</b>	Discipline and methodology not referenced/applied well	Some links to discipline knowledge and methodology but not clearly integrated with research	Adequate connection between knowledge of discipline and use of methodology and research	Clear exposition of relationship of disciplinary knowledge and methodology to original research	Insightful references to sources and application of methodology to excellent research topic	
<b>Critical thinking</b>	Muddled presentation with errors in reasoning and/or without much analysis and synthesis	Reasoning sometimes confused, simplistic, and/or not clearly explained	Adequate reasoning, explanation of assumptions, and supporting evidence	Clear reasoning with organized presentation of evidence, assumptions, and conclusions	Clear and organized argument that represents sound, original, and complex thought	
<b>Effective written communication</b>	Writing generally unclear, with consistent errors and/or poor organization	Writing sometimes unclear with weak organization and/or grammatical errors	Writing clear, concise, and organized, with minor or no grammatical errors	Writing generally error-free with clear organization and depth	Elegant writing with fully developed arguments, clear organization, and correct grammar	
<b>Effective oral communication</b>	Presentation generally unclear, with poor organization and/or marred by distracting mannerisms or language	Presentation sometimes unclear, with weak organization, and/or some distracting mannerisms or language	Presentation organized to convey main points of thesis/dissertation clearly and without distractions	Articulate presentation with clear organization and professional language	Elegant, confident, and engaging presentation with clear organization and flow	
<b>Overall quality (not necessarily average of earlier ratings)</b>	Unacceptable	Poor	Average/acceptable	Very Good	Exceptional	

<b>Faculty Advisor Name:</b>	<b>Faculty Advisor Signature:</b>	<b>Date:</b>
<b>Comments:</b>		

# MSPH Thesis Course Deadlines

*MSPH students must meet with assigned faculty advisor  
to develop a **TIMELINE** for thesis completion*

## EPH 698—MSPH Thesis Proposal

Deliverable	Due Date
1. Confirm Thesis Committee: <b>Select 1<sup>st</sup> and 2<sup>nd</sup> readers</b>	Mid-semester (deadline is 2 weeks after fall or spring break)
2. Send final <b>Thesis Proposal draft</b> to Thesis Committee for review	3 weeks before CLASSES END**according to <a href="#">UM Academic Calendar</a>
3. Get final <b>Thesis Proposal</b> approved by Committee	Last day of class (CLASSES END on <a href="#">UM Academic Calendar</a> )
4. <b>Thesis Contract</b> “approved” (signed) by committee	Last day of class (CLASSES END on <a href="#">UM Academic Calendar</a> )

## EPH 699—MSPH Thesis

Deliverable	Due Date
Submit final <b>Thesis</b> and <b>Abstract</b> drafts to Thesis Committee for review	3 weeks before CLASSES END**according to <a href="#">UM Academic Calendar</a>
Final <b>Thesis</b> approved by committee	Last day of class (CLASSES END on <a href="#">UM Academic Calendar</a> )
Final <b>Thesis Contract</b> “certified” (signed) by committee	Last day of class (CLASSES END on <a href="#">UM Academic Calendar</a> )
<b>Schedule oral presentation</b> date/time with committee	Last day of class (CLASSES END on <a href="#">UM Academic Calendar</a> )
Present <b>Oral Defense</b> of MSPH Thesis	Last day of class (CLASSES END on <a href="#">UM Academic Calendar</a> )