

**Health Services
Research and Health Policy
PhD Student Handbook**

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Rollins School of Public Health

Emory University

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A. Overview

This document describes the expectations of students seeking the PhD in Health Services Research and Health Policy and faculty who supervise students in the program. Students should also consult the Laney Graduate School handbook (<https://gs.emory.edu/handbook/>). In the event of a conflict, the Graduate School handbook supersedes this one.

B. Program objectives

Following completion of the program, students should be able to:

1. Describe major problems in health services and policy that have, or are currently, the focus of research.
2. Code and analyze large health policy-related datasets.
3. Apply statistical methods for making causal inferences about the impact of treatments, programs, and policies.
4. Apply concepts from economics and organizational theory to frame and understand research questions in health services and/or policy.
5. Conduct original empirical analyses as an independent researcher and present results in a format suitable for a peer-reviewed publication.

C. Summary of program requirements

The program is divided into “pre-candidacy” and “candidacy” phases. To complete the pre-candidacy phase, students must:

- Pass all classes required by the Laney Graduate School and School of Public Health (see section D.1)
- Earn at least a B in required courses offered by the department and a B- in other required courses.
- Take at least 12 credit hours of approved methods classes (see section D.5)
- Take at least 9 credit hours of graded classes per semester in their first and second year and a total of 42 graded credit hours.
- Complete 54 credit hours in 500 level or above courses
- Have a minimum 2.7 grade point average with no incomplete or in-progress grades
- Pass the general- and track-specific comprehensive exam

Students should enter candidacy as soon as all requirements have been completed. Students will need to complete the Application for Admission to Candidacy form from the Laney Graduate School and upload the form in CollegeNet.

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

professional development and support funds, and may forfeit financial support. These sanctions will be lifted when the student enters candidacy.

The Laney Graduate School expects students to finish the program by the end of their sixth year. The program may request an extension for a seventh year on a case-by-case basis. Students who face extenuating circumstances may take a leave of absence, as described in the Laney Graduate School Handbook.

Students and faculty can keep track of progress toward the degree using the Degree Tracker tool in OPUS (Emory's online grading system).

Requirements to complete the PhD

Complete 54 credit hours at the 500 level or above with a 2.7 minimum GPA and required courses with a B/B- grade (see text).

Complete the following classes required by the Laney Graduate School/School of Public Health

TATTO 600	PUBH 701
TATTO 605	JPE 600
PUBH 700	JPE 610

Complete the following classes required by the Department

- HPM 730. Theory based research design
- HPM 720: Doctoral seminar in health policy
- HPM 770 Organizational Science in Health Care
- HPM 760: Advanced quantitative methods

Complete track specific coursework

Economics	Organizations and Management
ECON 526 Quantitative Methods I	OAM 732 Organization Theory
ECON 500 Microeconomic theory I	OAM 734 Research in Organization & Management
ECON 501 Microeconomic theory II	BUS 701 Survey of Business Research Methods
ECON 770 Health economics I	One elective from the approved list
ECON 771 Health economics II	
One other graduate economics course	

Take at least 9 credit hours of graded coursework per semester in the first and second year

Complete 12 credit hours of approved methods classes and 42 total graded credit hours.

Pass the general, program comprehensive examination

Complete and defend the dissertation

D. Coursework

Each class is associated with a certain number of “credit hours”, generally 3-4. Students must maintain a minimum of 9 credit hours to receive their stipend and the tuition waiver.

Our program expects students to take a minimum of 9 graded credit hours per semester (fall and spring) in their first and second years and a total of 42 graded credit hours during that period. These requirements do not include classes taken on a pass-fail basis or directed study. The Director of Graduate Studies can make exceptions on a case-by-case basis. Prior to enrolling in courses, students should send an email to their advisor and the Director of Graduate Studies with their proposed course list.

If you sign up for “research credit” (HPM 798R Pre-candidacy research) or “directed study” (HPM 597R Directed study), you will receive credits that count towards the 54 credit requirement. These are graded on a pass/fail basis. A student who takes 9 credit hours of research credit or directed study in a given semester will be eligible to receive their stipend and tuition waiver. However, these credit hours do not count as graded courses and so do not aid in meeting expectations for coursework completed during the first and second years (see paragraph above).

D.1 Coursework required of all Rollins School of Public Health doctoral students

TATTO 600 (1 credit). The TATTO program prepares students to teach. When students have prior teaching experience, the Laney Graduate School may waive the TATTO requirement. More information is available here: <https://gs.emory.edu/handbook/academic-affairs/phd/tatto.html>. TATTO 600, the first course in the TATTO sequence, teaches students how to run and teach a university-level course. It is offered in the late summer but appears on the fall transcript. Ideally students should take this class when entering the program. But students in the economics track usually take this class between the first and second year, because it conflicts with “math camp” (ECON 526 Quantitative Methods I, which is also offered in August).

TATTO 605 (2 credits). Students will serve as a teaching assistant for any Emory course and, under the guidance of the faculty member, cultivate teaching skills. During the semester, students should register for TATTO 605. Students must have completed at least 18 credits. The teaching assistantship is unpaid. Students are eligible to take paid assistantships later on.

PUBH 700 (0 credits). This course covers the foundations for public health and is only required for students without a master’s degree in public health.

PUBH 701 (1 credit). This class provides students with “the tools to develop a personal strategy for successfully navigating the doctoral experience.” Students must earn a B or higher.

JPE 600 (0 credits). The course, part of the Jones Program in Ethics, introduces students to research ethics. It is offered in mid-August. Students should take this course as soon as possible, but they can take it after entering candidacy.

JPE 610 (0 credits). The second part of the Jones Program in Ethics, students must participate in at least four Jones Program in Ethics-designated workshops, training sessions, or lectures. *This class can be completed after students enter candidacy.*

D.2 Coursework required of all health policy doctoral students

HPM 730. Theory Based Research Design (4 credits). This course introduces students to the major theoretical frameworks used in health services research and teaches students how to use these to design and conduct research studies. Students should take it in the spring of the first year.

HPM 720: Doctoral Seminar in Health Policy (2 credits per semester, 2 semesters). The course introduces students to health policy research and some of the major works in the field. In odd-numbered academic years, the course is offered in the spring. In even-numbered academic years, the course is offered in the fall.

HPM 770: Organizational Science in Health Care. This seminar explores how organization science—broadly defined as research on topics related to management, organizational behavior, organizational theory—informs health services research and practice. We will examine key topics in organization science that have relevance for health care organizations and professionals. We will review the theories and empirics of classic and contemporary organizational research conducted in the health care context.

HPM 760: Advanced Quantitative Methods in Health Policy and Health Services Research. In this course, students will learn statistical tools and modeling approaches used in applied health services and health policy research. We will focus on extensions to linear models and nonlinear models, analysis of binary/categorical/count data, independent variable and model selection, and understanding and interpreting different types of treatment effects. This course will combine lecture-based instruction with hands-on data exercises and replication.

Students are required to earn a B or higher in HPM 720, 730, 760, and 770.

Methods classes (various). Students need to complete 12 credits of graded methods classes (preferably more) (see section D.5). Students with prior methods coursework may seek approval from the Director of Graduate Studies to reduce the number of required methods courses.

In addition to these classes, students are expected to attend health policy seminars in the department and, for students in the economics track, presentations in the Department of Economics applied microeconomics seminar. Students should also complete CITI training, which is an online short course on ethical human subjects' research. CITI

training is available through Emory's Institutional Review Board. In most cases, a CITI certificate of completion will be required for students who want to collaborate with faculty on research.

D.2 Waiving course requirements

Students may file a request with the Director of Graduate Studies to waive course requirements if they have previously completed courses at the same level with a grade of B+ or better. Students should submit the request via email and attach copies of the relevant syllabi and their transcript. The Director of Graduate Studies may also waive course requirements in the event that certain classes are not offered or conflict with other required courses.

In the event a required course is not offered during students' first two years in the program, the requirement may be waived with the permission of the Director of Graduate Studies.

D.3 Track-specific coursework: economics

The economics track prepares students to apply economic theory to evaluate topics in health and health policy. The following classes are required. At least one of the health economics classes can be completed after students enter candidacy.

ECON 526 Quantitative Methods I (4 credits). The course, also known as “math camp”, covers the quantitative tools students will need to complete the economics sequence. Students take it before fall of the first year. It is offered in August. It appears on the fall transcript.

ECON 600 Microeconomic theory I (3 or 4 credits). This course is taken the fall of the first year.

ECON 601 Microeconomic theory II (3 or 4 credits). This course is taken the spring of the first year.

ECON 770 Health economics I (4 credits). This covers the “demand side” of health economics: i.e., the factors that shape health and health behavior. It is offered every other year. Students entering in even-numbered years should take it in the fall of the second year. Students entering in odd-numbered years should take it in the fall of the third year.

ECON 771 Health economics II (4 credits). This covers the “supply side” of health economics: i.e., physician supply and behavior, the industrial organization of health care markets, etc. It is offered every other year. Students entering in even-numbered years should take it in the fall of the third year. Students entering in odd-numbered years should take it in the fall of the second year.

Elective: Students should take at least one other graduate-level economics course.

Economics-track course sequence for students entering in an even-numbered year

Summer (August)		Fall		Spring	
First year					
ECON 526 Quantitative Methods I (FT)	4	ECON 500 Microeconomic theory	4	ECON 501 Microeconomic theory II	4
	5	PUBH 700 PUBH 701 HPM 720R Seminar in health policy Elective (CR) HPM 760: Advanced quantitative methods	0 1 2 3 4	Elective (CR) Elective (CR) HPM 730 Theory-based research design	3 3 4
Second year					
JPE 600 (FT)	0	ECON 771 Health economics II	4	HPM 720R Seminar in health policy	2
TATTO 600 (FT)	1	HPM 770 Organizational Science in Health Care	3	Elective (CR) Elective (CR)	3 3
HPM 798R Pre-candidacy research	9	Elective (CR) Elective (CR)	3 3	Elective (CR) TATTO 605	3 2
Third year					
HPM 799R Dissertation research	9	ECON 770 Health economics I HPM 799R Dissertation research	4 5	HPM 799R Dissertation research	9

FT: The course appears on the fall transcript

CR: The actual number of credits may differ

Students need to enroll in at least 9 credits per semester and accumulate 54 credits to advance to candidacy

Economics-track course sequence for students entering in an odd-numbered year

Summer (August)		Fall		Spring	
First year					
ECON 526 Quantitative Methods I (FT)	4	ECON 500 Microeconomic theory PUBH 700	4	ECON 501 Microeconomic theory II HPM 720R Seminar in health policy	4 2
		PUBH 701 Elective (CR)	1 3	Elective (CR) HPM 730 Theory-based research design	3 4
		Elective (CR) HPM 760: Advanced quantitative methods	3 4		
Second year					
JPE 600 (FT)	0	ECON 770 Health economics I	4	Elective (CR) Elective (CR)	3 3
TATTO 600 (FT)	1	HPM 720R Seminar in health policy	2	Elective (CR) TATTO 605	3 2
HPM 798R Pre-candidacy research	9	HPM 770 Organizational Elective (CR)	3 3		
Third year					
HPM 799R Dissertation research	9	ECON 771 Health economics II HPM 799R Dissertation research	4 5	HPM 799R Dissertation research	9

FT: The course appears on the fall transcript

CR: The actual number of credits may differ

Students need to enroll in at least 9 credits per semester and accumulate 54 credits to advance to candidacy.

D.4 Track-specific coursework: organizations and management

The track examines the management of health care systems and public health organizations and the implementation and dissemination of policies and practices within and across organizations. The organizations and management track will prepare students to examine questions pertaining to access, quality, cost of health care and health outcomes by learning more about organizational theory as it pertains to healthcare and rigorous methodological training. Students will understand how to improve organizations using patterns of organization design and behavior.

The following classes are required.

BUS 701 Survey of Business Research Methods. In this course, students will examine the basic concepts underlying research in the social sciences and the process of doing research. The course addresses the principles of good design while covering several empirical research methods used by scholars in the business disciplines to understand decision making in markets and organizations. The course focuses on basic research methodology. It is not meant to provide a theoretical background in any particular area, but to provide principles and tools for making good use of theory. We also cover ethical issues in research.

OAM 732 Organization Theory. This is a research seminar in Organization Theory. It is intended for doctoral students who wish to learn the academic field and its current developments. It is also designed to help students learn to use the ideas of the field in research projects of their own design. The focus is on theoretically driven classic and contemporary research, especially that originating in sociology.

OAM 734 Research in Organization & Management. This course explores the domain of micro-level research, also known as organizational behavior (OB), which includes the study of individuals and groups within organizations. The disciplinary foundations for the body of research reflected in this course are psychology, social-psychology and sociology. We will review classics and contemporaries, theories and empirics, and interesting contradictions and consistencies.

HPM 520 Introduction to Health Economics. Students should take this class in the fall of the first semester. It covers the basics of microeconomic theory and its application to health care markets and medical care.

In addition to these required classes, students need to take at least one elective from the following list.

- OAM 737 Doctoral Seminar in Social Psychology
- FIN 504 The Business of Healthcare
- OAM 506 Strategy and Organization in Healthcare
- GHD 706 Advanced Topics in Implementation Science and Evaluation
- MGT 7105 Individual Behavior in Organizations

- MGT 7106 Group Dynamics
- MGT 7107 Organizational Theory
- MGT 7102 Organization Behavior Research Methods

OAM 737 Doctoral Seminar in Social Psychology. This course aims to provide a broad and rigorous grounding in social psychology for doctoral students in linked fields. Some familiarity with scientific (particularly experimental) methods and statistical methods is assumed. Social psychology is the study of the normal behavior of humans, especially humans in interaction. It is a foundational discipline for many applied social sciences (organizational behavior, consumer behavior, behavioral accounting, public health) and a sister discipline for many basic social sciences (sociology, clinical psychology, cognitive psychology).

FIN 504 The Business of Healthcare. This is an elective course for MBA students. This course provides students with an overview of the current structure in the healthcare industry and an understanding of the complex inter-relationships among the players in the industry. The course explores the fundamental business models used by various players in the industry including providers, innovators, insurers, employers, and government regulators. Students will become familiarized with the economic incentives and important issues which must be addressed for individual players to create value in the U.S. healthcare system. Students will leave the course with the ability to frame the important questions required to evaluate potential business strategies and operational issues in each sector of the healthcare industry.

OAM 506 Strategy and Organization in Healthcare. This is an elective course for MBA students. This course addresses critical strategy issues in the healthcare sector. These issues include: regulation and strategic opportunities and constraints, strategic challenges in healthcare delivery, industry focus on pharma and medical products, and executing strategy amidst changing regulatory and funding settings.

GHD 706 Advanced Topics in Implementation Science and Evaluation. The course aims to introduce students to methods for translating scientific knowledge into real-world practice and policy. The course covers topics around identifying and appraising the evidence base, assessing, and addressing barriers that impede implementation of proven interventions, designing innovative solutions and studies to test these, and concepts of decision science to promote implementation and sustainability of proven interventions. Throughout the course, students are exposed to case studies of global health interventions which illustrate implementation science concepts while evoking discussion and critical thinking.

MGT 7105. Individual Behavior in Organizations. (Georgia Tech) This course for PhD students is designed to investigate organizational behavior research topics at the individual level of analysis.

MGT 7106 Group Dynamics. (Georgia Tech) This course for PhD students provides a fundamental understanding of group processes in organizations by analyzing and critiquing classic and contemporary theories and research on groups.

MGT 7107 Organizational Theory. (Georgia Tech) This course for PhD students provides a review of contemporary organizational theories, and empirical studies. Students will learn frameworks to understand organizational structures, environments, and goals.

MGT 7102 Organization Behavior Research Methods. (Georgia Tech) This course for PhD students is offers an overview and analysis of research methodologies used in conducting scientific research of organizational behavior.

A sample Organizations and Management-track course sequence for students entering in an odd-numbered year

Summer (August)		Fall		Spring	
First year					
TATTO 600 (FT)	1	HPM 520 Health economics	3	HPM 720R Seminar in health policy	2
		PUBH 700	0	OAM 732	3
		PUBH 701	1	OAM 734	3
		HPM 770 Organization Science in Health Care	3	HPM 730 Theory-based research design	4
		BUS 701	3		
		HPM 760: Advanced quantitative methods	4		
Second year					
JPE 600 (FT)	0	HPM 720R Seminar in health policy	2	Elective (CR)	3
				Elective (CR)	3
HPM 798R Pre-candidacy research	9	Elective (CR)	3	Elective (CR)	3
		Elective (CR)	3	TATTO 605	2
		Elective (CR)	3		
Third year					
HPM 799R Dissertation research	9	HPM 799R Dissertation research	9	HPM 799R Dissertation research	9

FT: The course appears on the fall transcript

CR: The actual number of credits may differ

Students need to enroll in at least 9 credits per semester and accumulate 54 credits to advance to candidacy.

D.5 Methods classes

Students need to take a minimum of 12 graded credits of methods classes, not counting required classes, not counting required courses like HPM 760: Advanced Quantitative Methods. The following are approved methods classes, but it is not a complete list. Students can count methods classes not on this list with the approval of the Director of Graduate Studies and their advisor. Students should make sure that some of their methods classes cover regression.

HPM 585 (3) Quantitative methods 1
 HPM 586 (3) Quantitative methods 2
 HPM 587 (1): Advanced research methods
 EPI 536 (2) Applied Data Analysis
 EPI 530 (4) Epidemiologic Method I
 EPI 540 (4) Epidemiologic Method II
 EPI 550 (4) Epidemiologic Methods III
 EPI 568 (2) Bias Analysis
 EPI 738 (2) Advanced Epidemiologic Methods I
 EPI 739 (2) Epidemiologic Methods V
 BIOS 513 (4) Statistical Inference I
 BIOS 521 (2) Applied Survival Analysis
 BIOS 522 (2) Survival Analysis Methods
 BIOS 525 (2) Longitudinal and Multilevel Data Analysis
 BIOS 526 (3) Modern Regression Analysis
 BIOS 534 (2) Machine Learning
 BIOS 544 (2) Introduction to R programming for Non-BIOS students
 BIOS 591P (3) Biostatistical Methods II
 BIOS 709 (4) Generalized Linear Models
 BSHE 700 (4) Behavioral Sciences and Health Education
 BSHE 728 (3) Advanced Statistical Methods in the Behavioral and Social Sciences
 BSHE 710 (3) Research Designs in the Behavioral and Social Sciences
 ECON 520 (4) Probability theory and statistical inference
 ECON 621 (4) Econometric methods I
 ECON 622 (4) Econometric methods II
 ECON 524: Big data econometrics
 ECON 520: Data Sciences for Economics
 ECON 521: Econometrics of Policy Analysis & Causal Inference
 ECON 524: Big Data Econometrics
 SOC 585 (3) Big/Small Data & Visualization
 SOC 506 (3) Applied Regression
 POLS 507 (3) Research Design & Data Collection
 POLS 508 (3) Data Analysis
 POLS 570 (3) Limited Dependent Variable Models
 POLS 509 (3) Linear Models
 POLS 571 Longitudinal Data Analysis
 PSYCH 560 – Advanced Statistics
 PSYCH 561 Multiple Regression and the General Linear Model
 GSU ECON 8899 Causal Inference

E. Comprehensive examinations

In June of the second year, students will take a general comprehensive examination and a track-specific exam. The exam will primarily cover material covered in the required classes offered by the department, though students are expected to draw on general

knowledge about research and health policy covered in other courses. Logistics for the exam will be shared with students in April.

The general exam will be written and graded by at least two HPM faculty members. In the event of a disagreement, a third will break the tie. Grading will be blinded, and based on a rubric that will be available before the exam.

Questions will be graded on a pass/fail basis. Students must pass all questions on the exam. In the event a student does not pass, the exam committee will provide a written justification to the student explaining its decision.

Students who fail the exam must retake it by October 15th of the same year. If students do not pass the second exam, they will be dismissed from the program.

F. The dissertation

F.1 What counts as a dissertation?

Students must conduct and write original research, either in the form of three papers or a single monograph. At a minimum, the papers should be publishable in a peer-reviewed journal. The dissertation should also be at or near the cutting-edge of the field. The dissertation should represent a significant contribution to the body of knowledge, as determined by the dissertation committee. Note that dissertation must be completed within 6 years of entering the program.

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 before the student started 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 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.

F.2 The Doctoral Dissertation Committee

Students should assemble a dissertation committee once they have entered candidacy. Committees usually have three to four members, of whom three must be Laney Graduate School faculty. (Laney Graduate School faculty are Emory professors with primary appointments in departments with doctoral programs.) The fourth committee member need not be an employee of Emory but should have research experience. Non-Emory committee members require the approval of the Director of Graduate Studies and the Dean of the Laney Graduate School. At least one of the committee members must be a

tenure-track faculty member with a primary appointment in the Department of Health Policy and Management. If the committee changes after its formation, the student should work with the Director to submit a change of committee form to the Laney Graduate School.

F.3. Responsibilities of the Student and the Doctoral Dissertation Committee

The committee is responsible for guiding the student through the dissertation phase of their program. Specifically, they will:

- Provide mentorship to ensure the student has access to adequate professional opportunities (e.g., diverse research experiences, national presentations, peer-reviewed publications).
- Advise on, monitor, and regularly review the student's dissertation progress.
- Offer expertise and constructive feedback on the entire dissertation, not limited to their specific area of specialization.
- Ensure the quality, rigor, and originality of the final dissertation.
- Support the student in identifying and applying for dissertation funding, if appropriate.
- Provide timely responses to dissertation drafts and constructive input to help the student meet their milestones.

Students have a set of responsibilities in working with their dissertation committee to ensure effective collaboration and progress. They must:

- Communicate regularly and proactively with each committee member, taking responsibility for initiating and maintaining contact.
- Schedule and participate in meetings with their committee at least annually, or more frequently (e.g., every six months), in consultation with the Dissertation Chair.
- Provide drafts of dissertation sections or the full dissertation to committee members at least four weeks before review deadlines, allowing sufficient time for feedback.
- Keep all committee members informed about the full scope of the dissertation, not just their specialized areas (e.g., analysis, methods).
- Meet deadlines for proposal and dissertation drafts to ensure timely feedback and approval processes.
- Take responsibility for incorporating feedback from the committee into the dissertation.
- Regularly update the Director of Graduate Studies (DGS) on dissertation progress as required.

F.4 The dissertation proposal

After establishing the dissertation committee, the student will start developing their dissertation proposal. The dissertation proposal should outline the intended work for the dissertation in detail sufficient for the committee to assess 1) the significance of the work and 2) the student's ability to complete the outlined research in a reasonable period. The

exact form of the proposal is negotiable between the student and his or her committee, but generally, there should be a written document of about 10 pages (single-spaced) in length and a presentation. If the student applies for a dissertation grant, the dissertation proposal could be used for this purpose. Students are required to submit their dissertation proposal to their committee and the Director of Graduate Studies at least four weeks prior to the scheduled Dissertation Proposal Defense. If the Dissertation Committee Chair or the Director of Graduate Studies identifies concerns regarding the student's readiness to proceed, they must meet with the student within three weeks of receiving the proposal. During this meeting, they will discuss the concerns and collaboratively decide whether to proceed with the defense as scheduled or to postpone it.

At the Dissertation Proposal Defense, students must give a 20-minute presentation summarizing their literature review and research plan. During the defense, the committee will ask questions to evaluate the student's understanding of the literature and clarify aspects of the research plan.

Following the presentation, the committee and the Director of Graduate Studies must approve the proposal. If the proposal is not approved, the committee will issue a memo explaining the reasons for rejection and outlining required revisions. After discussing the changes with the student and agreeing on a new defense date, the committee will submit an updated memo, including the revised defense date, to the Director of Graduate Studies.

Once the proposal is approved, students must submit a Dissertation Committee Signature Form to the Laney Graduate School. This should be done in their third year and no later than March 15th of their fourth year to avoid being placed on probation.

F.5 Following the proposal

Students' advisors and committees should regularly monitor progress towards completion of the dissertation. If the student is making adequate progress, the advisor will assign a satisfactory grade for the doctoral thesis research credits. Otherwise, the student will receive an unsatisfactory and be placed on probation. The student, the committee, and the Director of Graduate Studies will need to develop a remediation plan with measurable goals toward research progress. If these goals are not met during the following term, the student will receive a second unsatisfactory

F.6 Authorship

Authorship should be determined by the student in consultation with the dissertation committee. The student should be the first author. Authorship should be reserved for committee members or other colleagues who have made substantial contributions to the dissertation. Students and committee members should consult journals' authorship guidelines. But simply serving as a dissertation committee member and performing the routine duties of a dissertation committee member is not a significant enough contribution to justify authorship.

F.7 The dissertation defense

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. Students should schedule defenses at least three weeks in advance and notify the Director of Graduate Studies. Committee members should receive a draft of the dissertation at least four weeks prior to the defense.

The exact form of the defense will be left to the student and the committee. Generally, students should plan on presenting their work for 30 to 45 minutes, followed by 30 or so minutes for questions from committee members and the audience. Presentations can devote equal time to all of the components of the dissertation or focus on the greatest contribution.

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. The Committee may pass the dissertation conditional on the student making revisions. All faculty members of the committee should be at the defense. Defenses should be scheduled with LGS deadlines for degree award dates in mind.

If the committee approves the dissertation, members should sign the Doctoral Completion Form and the Approval Sheet. Submit the sheet to the Laney Graduate School through the online portal and email a copy to the Director of Graduate Studies. You should submit your final dissertation to the Electronic Theses and Dissertation (ETD) portal.

Information about formatting dissertations and submitting degree completion paperwork to the Laney Graduate School is available here:
<https://www.gs.emory.edu/academics/completion/submit/phd-completion.html>

G. Semester goals

Students should complete a plan at the beginning of every semester outlining their goals for coursework, research, and independent study. The Director of Graduate Studies will circulate a form for recording goals before the beginning of the semester. Plans should include goals related to students' work as Graduate Research Assistants. If the student's advisor and Graduate Research Assistant supervisor differ, both should have input into the goals.

Students should send a copy to the Director of Graduate Studies after obtaining approval from their advisor. Performance (satisfactory or unsatisfactory) in Pre-Candidacy Research (HPM 798R) and Dissertation Research (HPM 799R) will be determined based on whether students make sufficient progress on their goals. Students should give their advisors or committee enough time to review any deliverables (for example, dissertation chapters) at least 4 weeks before the end of the semester. Advisors should hold students accountable but not penalize students for circumstances (for example, a mutually agreed upon change in topic, or an unforeseeable delay in obtaining data).

H. Probation

A student will be placed on probation if he or she

- has a cumulative GPA of less than 2.7,
- has a GPA in any term of less than 2.7,
- receives of a grade of F, U(nsatisfactory), I(ncomplete) F(ailing), or I(ncomplete) U(unsatisfactory) in any course, a B in a required course offered by the department, or a B- in a required course not offered by the department,
- receives of two or more incompletes in a term,
- has a total of two unresolved incomplete grades on their academic record,
- receives of an incomplete in one course that counts towards their 9-credit hours,
- takes fewer than 9 credit hours of graded courses in their first and second year, unless they have received explicit permission from the Director of Graduate Studies,
- receives an unsatisfactory in Pre-Candidacy Research (HPM 798R) or Dissertation Research (HPM 799R),
- has not reached candidacy by September 15th of their fourth year (in which case the probation will start in the spring of the fourth year), or
- has not received approval for their dissertation proposal and filed a dissertation committee form by March 15th of their fourth year (in which case the probation will start in the summer).

Students who are placed on probation should meet with their advisor and the Director of Graduate Studies to develop a plan to return towards satisfactory performance. Students with three consecutive semesters on probation will be dismissed from the program.

Students may appeal dismissals. Appeals must reference violations of program or Laney Graduate School policies. The initial appeal will be reviewed by a committee of three Health Policy and Management faculty, not including the student's advisor, and then, if that appeal is unsuccessful, the Laney Graduate School.

I. Master's of science in health services research

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.

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.

J. Tuition and stipends

Subject to conditions on grade point average and credit hours (9 per semester), described in the Laney Graduate School handbook, students in the program will receive free tuition and a stipend for a period of up to five years. Students will be responsible for nominal fees to cover the cost of support services. Students are also strongly encouraged to apply for dissertation grants and to collaborate with faculty on grant-funded research that can support their stipend.

K. Employment

Doctoral students can receive payment for work at Emory (for example, as teaching or research assistants) over and above their stipend (which covers 20 hours per week) for no more than 10 hours per week. Students who want to work more than 10 hours must receive permission from the Director of Graduate Studies and the Associate Dean for Research.

If students are supported by a federal training grant (e.g., a NRSA, F30/F31, an Institutional training award, or T32) they may not receive additional pay (including the 10 hours) from another federal grant.

L. Professional development

L.1 Seminars

Students are expected to regularly attend and participate in the department research seminar(s) and seminars of interest in other departments. 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.

L.2 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 at <https://khn.org/morning-briefing/>) 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, Value in Health, the Journal of Health Politics, Policy, and Law, Inquiry, Medical Decision Making, and other top field journals as the student becomes more specialized in their fields of interest.

L.3 Professional meetings and support for conference travel

We encourage students, especially those in their third and fourth years, to attend professional conferences, such as AcademyHealth or the annual meetings of the

American Society of Health Economists and the Organization Theory in Health Care Association. Students are eligible for a one-time grant of Laney Graduate School Professional Development Funds of \$2,500 for conference travel. Students should also consult with their Graduate Research Assistant supervisors about presenting grant-funded work at conferences. Depending on funding availability, the program may support students' travel to conferences.

L.4 Recommended resources

There is an online program, The Dissertation Success Curriculum, designed to help doctoral student develop good scholarly habits and track their progress. Emory has an institutional membership, so it is free to you.

The book *The Professor is In*, by Karen Kelsky, covers the job search process. There is also a related blog: <https://theprofessorisin.com/>.

Another great resource, available online, is *An Unofficial Guidebook for PhD Students in Economics and Education*.

Students should always work to become better writers. Some good resources are *How to Not Write Bad* by Ben Yagoda and *Writing to Persuade* by Trish Hall.

The Laney Graduate School offers many professional development resources and has sessions on professional development and careers, which usually occur in early spring.

M. Grievance and conflict resolution

Students should initially bring conflicts with peers, instructors, advisors, and committee members to the Director of Graduate Studies. Ideally, students should provide a written summary of the issue before meeting the Director. If the Director cannot resolve the issue, he will appoint a committee of three faculty members who will review the grievance and/or mediate the conflict. In the event this step fails, or the grievance or conflict involves the Director of Graduate Studies, the grievance should be brought to the attention of 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.

N. Mentoring

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

The advisor should provide regular guidance to the student on course selection, research projects, dissertation committee member selection, and work with the student to find funding opportunities when LGS funding ends, including encouraging dissertation grant submissions and involving them in funded grants as much as possible. The student and advisor should meet at least once a semester. Additional mentoring-related resources are available at: <http://www.gs.emory.edu/professional-development/mentoring.html>.

O. Conduct

Students should not cheat, plagiarize, or engage in scientific misconduct or fraud. Students should refer to the Rollins School of Public Health honor code (<https://www.sph.emory.edu/rollins-life/enrollment-services/honor-code/index.html>) and the National Institutes of Health's Research Misconduct definition (https://grants.nih.gov/policy/research_integrity/overview.htm). Students should treat each other, staff, and faculty with respect and handle disagreements civilly and collegially. Violations of these rules and norms may result in expulsion from the program, following a vote by the tenure-track faculty of the department.

P. Students with disabilities

The program will make all reasonable accommodations for students with disabilities. Accommodations for classes are handled by the Office of Accessibility Services. Qualified students should register with the Office. Confidentiality is honored and maintained throughout the process. Students who need additional support should meet with the Director of Graduate Studies.

Information about the process for receiving accommodations is available here:
LGS Accessibility Accommodations Support Process
<https://gs.emory.edu/includes/documents/lgs-assessibility-accommodations-support-process-2021-2022.pdf>