

Student Research Guide

For MPH Students

PHM 9998 Culminating Experience/ Thesis Research

This guide provides an overview of the steps required to complete a master's-level thesis and helpful resources to ensure your success. Throughout the research process students can reach out for assistance from their committee members or The Office of Academic Affairs and Student Services. For questions regarding the research process, please email SPHStudentResearch@uth.tmc.edu.

Students in the Master of Public Health (MPH) program can complete a written thesis as one option to completing their [Integrative Learning Experience \(ILE\)](#) requirement. The MPH thesis must demonstrate public health significance and appropriate depth of knowledge in the student's field of study. MPH students are required to complete an oral presentation of the final thesis.

Table of Contents

Research timeline and checklist	2
Student Resources	2
Stage 1: Planning and Committee Formation	3
1. Plan and discuss topics with your faculty advisor	3
2. Enrollment in research credits	3
3. Form a committee	3
Stage 1: Summary and Required Documentation	4
Stage 2: Pre-proposal	4
4. Identify competencies and write a synthesis statement	4
a. Identifying competencies	4
b. Write a synthesis statement	5
Stage 2: Summary and Required Documentation	5
Stage 3: Proposal	5
5. Preparing your proposal	6
6. Review of proposal by your committee	7
7. Proposal approvals	8
Stage 3: Summary and Required Documentation	8
Stage 4: Thesis Stage	10
8. Complete proposed thesis work	10
9. Prepare final thesis document	10
10. Prepare for graduation	11
11. Thesis presentation and committee approval	11
12. Submit final thesis to the Office of Academic Affairs and Student Services	12
13. Work with the SPH Library to publish final dissertation to ProQuest	12
Stage 4: Summary and Required Documentation	12
Student Resources	14

Research timeline and checklist

The amount of time required to complete the thesis is determined by the specific project and the time the student devotes to the project. Students should work with their committee to create a tailored timeline appropriate to their research and plans. Students should utilize this worksheet to plan an appropriate timeline and to verify all necessary forms and documentation is complete and submitted.

Activity	Timeline
Stage 1: Planning and Committee Formation	
1. Plan and discuss topics with your faculty advisor	
2. Enrollment in research credits (see Policy 401)	
3. Form a committee (see Policy 104) <input type="checkbox"/> Thesis Committee Appointment Form	
Stage 2: Pre-proposal	
4. Identify competencies and write a synthesis statement (see CEPH Competencies) <input type="checkbox"/> MPH Independent ILE Approval Form	
Stage 3: Proposal	
5. Preparing your proposal	
6. Review of proposal by your committee	
7. Proposal approvals (see Policy 106) <input type="checkbox"/> Final proposal document <input type="checkbox"/> Master's Thesis Proposal Completion Form <input type="checkbox"/> Student Research Approvals Form <input type="checkbox"/> Additional documentation as mentioned in the CPHS Guide and Instructions	
Stage 4: Thesis	
8. Complete proposed thesis work	
9. Prepare final thesis document	
10. Prepare for graduation	
11. Thesis presentation <input type="checkbox"/> Copy of the student's thesis presentation newsletter announcement <input type="checkbox"/> MPH Independent ILE Statement of Completion Form	
12. Submit final thesis to The Office of Academic Affairs and Student Services <input type="checkbox"/> Final thesis document, including completed signature page	
13. Work with the SPH Library to publish final thesis to ProQuest	

Student Resources

The research preparation process begins with many steps as outlined below. It is important to begin talking to your advisor early in your graduate program to ensure you are completing the appropriate steps to be successful in completing your thesis or dissertation.

The school provides several resources to students. More information about each of the following resources can be found in the '[Student Resources](#)' section at the end of this guide.

- UTHealth SPH Library & Graduate Communication Center
- Library Services
- Writing Support Services
- The Texas Medical Center (TMC) Library
- RefWorks
- LibGuides
- ProQuest
- CEPH Competency Inventory

Stage 1: Planning and Committee Formation

At the end of each stage of the research process, students will be required to submit documents or forms to document their progress. By the end of *Stage 1: Planning and Committee Formation*, students should complete and submit the following forms:

- Step 1: *no forms associated with step 1.*
- Step 2: *no forms associated with step 2.*
- Step 3: [Thesis Committee Appointment Form](#)

Before proceeding, students should review [Stage 1: Summary and Required Documentation](#). This section summarizes required documentation, when to submit documentation and where to submit documentation. It is important for students to keep this information in mind as they progress through the steps in Stage 1.

1. Plan and discuss topics with your faculty advisor

You should begin to discuss potential research topics and research goals early in your program with your faculty advisor. Based on your research interests, your faculty advisor may suggest taking additional coursework that would provide the skills necessary to be successful in your research. Your faculty advisor may be able to help identify other faculty to serve on your research committee. Students should begin discussing their research with potential committee members.

2. Enrollment in research credits

Students should first enroll in thesis credit hours the semester they begin working on their research. MPH students completing a thesis should enroll in **PHM 9998** *Culminating Experience/Thesis Research*.

Policy: Students should review [Policy 401: Continuous Enrollment for Students Enrolled in Thesis and Dissertation Research](#), which describes the school's enrollment requirements for thesis and dissertation.

Section of enrollment: Students should enroll in the appropriate course mentioned above with the appropriate faculty member based on the following scenarios:

- If the student's thesis supervisor is a current School of Public Health faculty member, the student should enroll with their thesis supervisor.
- If the student's thesis supervisor is not a current School of Public Health faculty member, the student should enroll with their faculty advisor.
- If a student has not finalized a research committee, the student should enroll with their faculty advisor.

International students: Students should review the information provided in the [Curricular Practical Training \(CPT\) Information Statement for F-1 Students](#) if they wish to request CPT.

3. Form a committee

A student's committee serves to assist and guide students throughout their research process.

Policy: [Policy 104: MPH and MS Committee Structures](#) outlines the required membership of a MPH thesis committee. Students should review this policy before establishing their committee.

Roles of committee members: The committee members serve many different roles including scientific advisor, editor, mentor and advocate. The committee or individual members of the committee work with the student to develop the proposal, help obtain necessary institutional approvals (e.g. IRB, animal welfare), assist with the execution of the proposed project and completion of the final document.

Student expectations: Students are important members on their research committee. They are expected to:

- Coordinate meetings with committee members as frequently as necessary to ensure progress through their research process
- Obtain expert advice and assistance
- Obtain feedback on their proposal and final research document
- Establish with their committee members how they will review drafts of the proposal and final research document.

Related Documentation: Students should complete and submit the [Thesis Committee Appointment Form](#) to document the membership of their research committee.

**Note:* Occasionally, there are changes in committee membership. These changes include the removal or addition of a committee member and can occur at any time. Whenever a change occurs, students should submit an updated [Thesis Committee Appointment Form](#) to document the change and keep the student’s records up to date.

Stage 1: Summary and Required Documentation

The table below summarizes the required documentation associated with Stage 1. Students should have this documentation submitted before progressing to [Stage 2. Pre-Proposal](#).

Required Documentation	Where to Submit	When to Submit
Thesis Committee Appointment Form	SPHStudentResearch@uth.tmc.edu	Students should complete and submit this form once they have established their research committee.

Stage 2: Pre-proposal

At the end of each stage of the research process, students will be required to submit documents or forms to document their progress. By the end of *Stage 2: Pre-proposal*, students should complete and submit the following forms:

- Step 4: [MPH Independent ILE Approval Form](#)

Before proceeding, students should review [Stage 2: Summary and Required Documentation](#). This section summarizes required documentation, when to submit documentation and where to submit documentation. It is important for students to keep this information in mind as they progress through the steps in Stage 2.

4. Identify competencies and write a synthesis statement

MPH students are required to select four competencies that will be attained through their written thesis and compose a synthesis statement that details how these competencies will be utilized to create something new and impactful. The following two sections describe these requirements in more detail.

a. Identifying competencies

MPH students are required to select competencies related to their thesis. MPH students fulfill the required Integrative Learning Experience (ILE) through the completion of their thesis. The ILE

demonstrates synthesis of a student’s foundational and major-specific competencies. While students are brainstorming project ideas with their faculty advisor, they should also discuss which competencies will be synthesized in their final thesis document.

Competency requirements: Students will select their foundational and major-specific competencies by completing and submitting the [MPH Independent ILE Approval Form](#). MPH students must integrate a minimum of two (2) [MPH Foundational Competencies](#) and two (2) [MPH major-specific competencies](#) into their thesis.

A complete list of competencies for all majors and degree programs can be found on the [CEPH Competencies](#) webpage.

b. Write a synthesis statement

Students must submit a synthesis statement as part of their [MPH Independent ILE Approval Form](#). Synthesis strategically fuses multiple competencies into something new and impactful. Synthesis is not a summary. It takes A + B + C, and then derives D, where D encompasses the essence of A, B, and C but also adds something new that produces an impact. An example of a competency synthesis statement is:

MPH Example: “By analyzing qualitative and quantitative data provided by the Texas Birth Defects Registry, the student will investigate the prevalence of selected birth defects among non-Hispanic Asians and non-Hispanic American Indians/Alaskan Natives in Texas (MPH-3). Using SAS statistical software, an analysis of the data will be performed to interpret and calculate crude and adjusted prevalence ratios (MPH-E3). The results of this analysis will inform public health practice with regard to etiological research and recommendations for screening programs (MPH-4), (MPH-E2).”

Related documentation: Students must complete and submit the [MPH Independent ILE Approval Form](#) to document the intended research project and selected competencies. This form includes:

- the student’s selected foundational and major-specific competencies (discussed in [Step 4a](#))
- the student’s synthesis statement (discussed in [Step 4b](#))

**Note:* This form is intended to document the student’s plan. Occasionally, a final product or competency may change due to research restrictions or limitations. Students will have the opportunity to elect their formal final product/s and competencies in the [MPH Independent ILE Statement of Completion Form](#), discussed in [step 11, Thesis presentation and committee approval](#).

Stage 2: Summary and Required Documentation

The table below summarizes the required documentation, where to submit each document and when to submit required documents. Students should have this documentation submitted before progressing to [Stage 3. Proposal](#).

Required Documentation	Where to Submit	When to Submit
MPH Independent ILE Approval Form	SPHAcademicAdvising@uth.tmc.edu	Students should complete and submit this document prior to or with your research proposal, in step 7, Proposal approvals .

Stage 3: Proposal

At the end of each stage of the research process, students will be required to submit documents or forms to document their progress. By the end of *Stage 4: Proposal*, students should complete and submit the following forms:

- Step 5: Proposal document
- Step 6: *no forms associated with step 6.*
- Step 7: [Master's Thesis Proposal Completion Form](#)
[Student Research Approvals Form](#)

Additional documentation as mentioned in the [CPHS Guide and Instructions](#)

Before proceeding, students should review [Stage 3: Summary and Required Documentation](#). This section summarizes required documentation, when to submit documentation and where to submit documentation related to this stage. It is important for students to keep this information in mind as they progress through the steps in Stage 3.

5. **Preparing your proposal**

The proposal serves as an explanation of a student's thesis or dissertation expectations. It outlines the goals that you and your committee have agreed to meet as well as prepares you for the work that will be required to meet those goals.

Institutional Review Board (IRB): Depending on your research, you may be required to obtain approvals from other offices, such as IRB, before you can begin your project. Your proposal serves as the explanation of your research for these approvals. More information on the IRB process can be found in [Step 7. Proposal approvals](#). It is important for students to review this information and begin preparing the required documentation early to reduce possible delays in the research process.

Content of a proposal: The content of your proposal may vary depending on the needs of your research, although, the following sections should be included.

- **Background/Introduction and Public Health Influence and Significance**
This section should provide a review of the relevant literature. The level of detail that you provide in this section will be determined by you and your committee members. You should provide the background information that a general reader would require to understand the topic of your project and the rationale for the proposed work. This section should also include a discussion of the public health significance as well as how the dissertation will influence programs, policies, or systems addressing public health.
- **Specific Aims/Hypotheses/Objectives**
This section should include a statement of the research question, hypothesis, specific aims or objectives of your project. The best approach for setting up this section will depend on your specific project and should be discussed with your committee. This section may also include a brief discussion of the rationale for the proposed project and/or a brief description of the approach that will be used to meet the stated goals.
- **Methods**
The content of this section will vary depending on your specific project. However, all proposals must include details of the methods that will be used to address the study aims/hypotheses or objectives. The methods section tells the reader exactly "how" you are going to achieve your aims and/or answer your research questions. It is extremely important to clearly delineate the work that you will do from the work that has already been done by using past and present tense appropriately. The methods section should include the following considerations, as appropriate to your proposed work:
 - **Study population:** Inclusion and exclusion criteria; recruitment strategy; consent process (who, what, when, where, how?); sample size calculations and/or study power
 - **Study setting, including locations and dates**

- ***Data collection procedures:*** Specify the type and how data that will be collected. For research involving interaction with human participants, include a full protocol/description of the study procedures such as the number of study visits, what procedures will occur at each visit, how long the visits will take, and total amount of time required for each visit.
- ***Data handling procedures:*** How you will access data/source documents (e.g. electronic medical record, chart review), whether human subjects will be identifiable either directly (e.g. name) or through identifying variables (e.g. medical record number), and how and where the data will be stored, and how it will be protected to maintain confidentiality.
- ***Data analysis:*** Include statistical, laboratory and/or other methods that you will use to address each study aim, hypothesis or objective.
- ***Ethical considerations:*** Include human subjects, animal subjects, and or/other safety considerations.
- **References/Bibliography:** This section should include complete references for all literature, websites, books, and other materials referenced in your proposal. There is no required format for the references in your proposal. Many students find that using a reference management software such as [RefWorks](#), helpful.
- **Appendices:** Your proposal may include other sections as appropriate to your project or as required by your committee. Examples of other sections that you might include are:
 - ***Preliminary Data:*** Projects that are largely complete or that have been completed prior to writing your proposal, may not be used for your dissertation. However, if you have done work in preparation for writing your proposal, for example as part of your practicum or as a graduate research assistant, you should include a summary of the work that has already been done.
 - ***Results:*** If you include this section, it should provide an outline of how your results will be presented and mock-ups of the tables and/or figures that will be used to present your data.

Format of the proposal: UTHealth SPH does not require a minimum length for the proposal but does have required formatting parameters for a student’s proposal. Final formatting will be determined by the student’s committee. Both the proposal and final research document must include the following:

- Double-spaced text
- 12-point font
- 1-inch margins
- Pagination included.

Students should reference the available formatting templates ([with journal articles](#) and [without journal articles](#)) for specific requirements.

The SPH Graduate Communication Center is a resource for students that can provide assistance in reviewing, formatting, and editing proposal and final research documents. More information about the SPH Library and Graduate Communication Center can be found [online](#).

6. Review of proposal by your committee

Preparation of your proposal is an interactive process that involves your committee members. As you

begin your proposal, you should work with your committee members to establish how they will review drafts of your proposal. Often, your Thesis Supervisor will serve as a primary reviewer for your initial draft(s), while the other members will review only later drafts or specific sections of the proposal. You are required to work with your committee to update your proposal based on their suggestions and comments.

7. **Proposal approvals**

Students must receive approval for their final proposal from their committee first as referenced in the previous step. Depending on the nature of the project, the student may also be required to receive additional approvals before it is submitted to the Office of Academic Affairs and Student Services for approval. It is the responsibility of the student and his/her research committee to determine which approvals are required, and to apply for, obtain and maintain all such approvals.

Committee approval: All committee members must approve the proposal. Approval of a student's proposal is documented by completing the [Master's Thesis Proposal Completion Form](#). Once your proposal has received approval by the committee, it may need to be submitted for additional approvals.

Institutional Review Board (IRB): Depending on your research topic, you may be required to obtain approvals from other offices, such as IRB, before you can begin your project. Your proposal serves as the explanation of your thesis or dissertation for these approvals. Based on the type of research and type of data being used for your research will determine the approval process that a student will follow. Students should review the [CPHS Guide and Instructions](#) for navigating this approval process. All students will need to complete the [Student Research Approvals Form](#) as part of this approval process. Depending on the type of research plan and type of data to be used during the student's research, additional documentation may be required, as mentioned in the [CPHS Guide and Instructions](#).

Policy: [Policy 106: Thesis/Dissertation Data & Publication Authorship](#) outlines the necessary topics that students should discuss with their thesis committee about the publication and planned authorship of data utilized in their research.

Related documentation:

- Students must complete and submit the [Master's Thesis Proposal Completion Form](#) to document the committee's approval of the student's completed proposal.
- Students will need to complete the [Student Research Approvals Form](#) to document their request for approval for using data and to document how the data will be utilized in the student's research.
- Depending on the type of research plan and type of data to be used during the student's research, additional documentation may be required, as mentioned in the [CPHS Guide and Instructions](#).

**Note: If students require review and approval by CPHS, students must first submit the [Student Research Approvals Form](#) and any other required documentation as mentioned in the [CPHS Guide and Instructions](#) through the iRIS platform. Once students receive approval from CPHS, students will submit these documents and their approval letter to SPHStudentResearch@uth.tmc.edu for approval. Students cannot progress with their intended research until they receive approval from SPH Office of Research.*

Stage 3: Summary and Required Documentation

The table below summarizes the required documentation associated with Stage 3. Students should have this documentation submitted before progressing to [Stage 4. Thesis Stage](#).

Required Documentation	Where to Submit	When to Submit
Completed proposal document	SPHStudentResearch@uth.tmc.edu	Students should compile these documents and submit them at once time after the committee has approved the proposal and the student has received approval from CPHS, if required. The CPHS Guide and Instructions will guide students through the approval or exception process to receive this approval.
Master's Thesis Proposal Completion Form		
Student Research Approvals Form		
Additional related documents as mentioned in the CPHS Guide and Instructions .	Depending on the type of research, students may need to submit this form for CPHS review and approval through the iRIS platform. Once the student has received approval from CPHS, students should submit this form to SPHStudentResearch@uth.tmc.edu as mentioned in the CPHS Guide and Instructions .	

Documentation Checkpoint

Students who have completed their thesis proposal should have submitted the following forms and documentation to record their current status and progression through the MPH thesis research process. Any of the following forms or documentation must be submitted before moving forward.

Required Documentation	Where to Submit
<input type="checkbox"/> Thesis Committee Appointment Form	SPHStudentResearch@uth.tmc.edu
<input type="checkbox"/> MPH Independent ILE Approval Form	SPHAcademicAdvising@uth.tmc.edu
<input type="checkbox"/> Completed thesis proposal document	SPHStudentResearch@uth.tmc.edu
<input type="checkbox"/> Master's Thesis Proposal Completion Form	SPHStudentResearch@uth.tmc.edu
<input type="checkbox"/> Student Research Approvals Form	Depending on the type of research, students may need to submit these documents for CPHS review and approval through the iRIS platform. Once the student has received approval from CPHS, students should submit all documentation, including the Student Research Approvals Form to SPHStudentResearch@uth.tmc.edu as mentioned in the CPHS Guide and Instructions for final approval by SPH Office of Research. *Students cannot progress with their intended research until they receive approval from SPH Office of Research.
<input type="checkbox"/> Additional related documents as mentioned in the CPHS Guide and Instructions	

Stage 4: Thesis Stage

At the end of each stage of the research process, students will be required to submit documents or forms to document their progress. By the end of *Stage 4: Thesis Stage*, students should complete and submit the following forms:

- Step 8: *no forms associated with step 8.*
- Step 9: final thesis document
- Step 10: *no forms associated with step 10.*
- Step 11: Copy of the thesis announcement in the student and faculty newsletters
[MPH Independent ILE Statement of Completion Form](#)

Before proceeding, students should review [Stage 4: Summary and Required Documentation](#). This section summarizes required documentation, when to submit documentation and where to submit documentation related to this stage. It is important for students to keep this information in mind as they move towards graduation.

8. Complete proposed thesis work

The requirements for this step vary considerably from project to project. The successful and timely completion of any project requires communication, organization and time management. It is essential that you meet with your committee members to develop a work plan and timeline. Issues that should be addressed during this meeting include: the role of each committee member, how often you will meet with committee members, mechanism(s) for providing updates between meetings e.g. emails, summary reports, etc.

As you are working on your project, it is important to adjust your work plan and timeline so that they remain realistic. If your work plan changes substantially, relative to what was included in your approved proposal, it may be necessary to submit a proposal amendment memo as well as protocol amendments to your committee as well as other relevant committees (e.g. CPHS).

9. Prepare final thesis document

The thesis proposal will provide the starting point for your final thesis. However, you may need to update the 'Background' section to reflect any new developments in the field. In addition, you may need to expand and/or revise the 'Methods' section to accurately reflect the procedures that were used. You will also need to write the sections that were not included in your proposal (e.g. Results and Discussion) and update your references. The final thesis document can have one of two general formats: [without journal articles](#) or [with journal articles](#). The final thesis must be approved and signed by all student Thesis Committee members on the required [signature page](#).

Templates: Templates and a [Template Checklist](#) are available. The templates are designed to assure that standards of style and document formatting (margins, pagination, style, etc.) are followed. Use of the templates is required. Your final thesis should include the following:

- Signature page should be the first page
- Copyright page
- Dedication
- Title page
- Preface
- Acknowledgements
- Results
- Discussion and conclusion sections

You should review your dissertation for spelling and grammatical errors very carefully.

Final thesis content: There is considerable flexibility in the manner in which you present your thesis. In general, the final document will include the following sections:

- Abstract: a concise summary (~ 350 words) of the background, methods, primary results and conclusions
- Background/Introduction and Public Health Significance
- Specific Aims/Hypotheses/Objectives
- Methods
- Results: description of your findings or accomplishments, without comment or discussion. Findings may be presented in tables and figures as well as text. If the project has been, or will be submitted for publication, the journal article (conforming to the style of the journal to which it has been/will be submitted) may be included as a chapter within the results section. Any additional findings, not included in the article, should be included as a separate chapter in the results section.
- Discussion/Conclusions/Recommendations: discussion of results relative to what is already known about the topic, conclusions and/or recommendations that can be made based on the results of the project, and the strengths and limitations of the project
- References/Bibliography

More detailed information about each of these sections can be found in [step 5. Preparing your proposal](#).

10. Prepare for graduation

As students prepare their final thesis or dissertation, they should begin preparing for graduation. Students should review the information available on the [Graduation and Commencement](#) website for important information, such as:

- Graduation guides
- Graduation forms
- Delta Omega Honorary Society in Public Health
- Commencement information

11. Thesis presentation and committee approval

Students will make a formal public presentation of their completed research.

Announcing the thesis presentation: Students are required announce their thesis presentation by publishing it in the SPH student and faculty newsletters. The student's committee determines the time and venue for the presentation and all committee members must attend. The [announcing your presentation](#) guide provides step-by-step instructions to students as well newsletter publication deadlines. Students are required to submit a copy of their newsletter announcement as documentation for this requirement.

- Newsletter announcements: Presentations must be announced through the SPH student and faculty weekly newsletters. Students should review the [announcement instructions](#) for steps to submit their thesis announcement for publication in the newsletters.
- Reserving a room: Houston campus students can schedule a room for the presentation by completing and submitting a room reservation request through the [Astra](#) online reservation system. Austin, Brownsville, Dallas, El Paso, and San Antonio campus students should contact their campus staff advisor to schedule a room. Students may also conduct their presentation through WebEx.

Presentation assessment: During the MPH thesis presentation, questions may be directed at the

research as well as contextual questions relating to the field of public health. The presentation will be assessed with the evaluation rubric that is included on the [MPH Independent ILE Statement of Completion Form](#) and students will have two opportunities to pass. Passing will be by consensus and if consensus is not reached, passing may be by majority if all non-committee members approve passing.

Format of the presentation: Although there are no specific format requirements for the presentation, using standard software package (e.g. PowerPoint) is recommended. Students should provide drafts of the presentation to their committee. Many students find it helpful to practice their talk at least once with your committee members. You should be able to present your work without, or with minimal reference, to written notes. It is also important that you are able to go through your entire presentation in the allotted time.

**Note: Presentations must be announced in the SPH newsletters for at least two week prior to the presentation date. Thesis presentations must be completed before the last class day of the semester, as noted on the [Graduation and Commencement](#) website.*

Required documentation:

- [MPH Independent ILE Statement of Completion Form](#): All committee members must approve the final thesis and presentation. Approval of a student's thesis is documented by completing the [MPH Independent ILE Statement of Completion Form](#). The entire committee should work together to complete this form and rubric.
- Copy of the student's thesis presentation newsletter announcement

12. Submit final thesis to the Office of Academic Affairs and Student Services

Once the thesis is final and has received approval from all committee members, it should be submitted to the Office of Academic Affairs and Student Services for final approval. It is recommended to close your IRB Study by submitting a Study Closure Report in iRIS, if you do not close your study, it will automatically be closed in one year.

13. Work with the SPH Library to publish final dissertation to ProQuest

Graduating students who have received final approval from the Office of Academic Affairs and Student Services, have the option to publish their thesis or dissertation in ProQuest Dissertations & Theses Database (PQDT), the world's most comprehensive curated collection of multidisciplinary dissertations and theses from around the globe.

PQDT has over 5 million citations and 2.7 million full-text works from more than 4,200 graduate schools and universities in more than 100 countries, with 200,000 works added each year. By publishing in PQDT, students make their scholarly work discoverable to researchers using the standard research tools for their fields, such as research databases and Internet search engines, maximizing its reach and impact.

To submit your thesis or dissertation for publication in PQDT, visit the [Library Services LibGuide](#) or contact the SPH Library at SPHLibrary@uth.tmc.edu.

Stage 4: Summary and Required Documentation

The table below summarizes the required documentation associated with Stage 4. Students should have this documentation submitted in order to be eligible for graduation.

Required Documentation	Where to Submit	When to Submit
Completed thesis document, including completed signature page	SPHStudentResearch@uth.tmc.edu	Students should compile these documents and submit them at one time after the committee has approved the final thesis document and the student has completed their thesis presentation.
Copy of the student's thesis presentation newsletter announcement		
MPH Independent ILE Statement of Completion Form	SPHAcademicAdvising@uth.tmc.edu	

Student Resources

There are resources available to students throughout their academic career as a School of Public Health student. These resources are particularly valuable to students working towards their thesis or dissertation research. Students are encouraged to utilize the following resources throughout their research process to ensure the best possible final product.

- UTHealth SPH Library & Graduate Communication Center
- Library Services
- Writing Support Services
- The Texas Medical Center (TMC) Library
- RefWorks
- LibGuides
- ProQuest
- CEPH Competency Inventory

UTHealth SPH Library & Graduate Communication Center

The [UTHealth SPH Library & Graduate Communication Center](#) integrates Library Services and Writing Support Services in a full-service learning, research, and project space. This physical space combines a library, a writing center, and a student lounge to empower students to direct their own learning by offering them a place where they can meet, study, and use shared equipment and resources. Students, faculty, and staff thus have access to a thriving academic health environment replete with library information and writing-instruction resources and services to help them meet their learning, teaching, and research goals.

The SPH Library & Graduate Communication Center is located on the first floor of the Reuel A. Stallones Building in the Houston campus of UTHealth School of Public Health. Although located physically in the Houston campus, most resources and services are available virtually to students, faculty, and staff at all School of Public Health campuses across Texas.

Library Services

[Library Services](#) provides library and information resources and services to students, faculty, and staff at all campuses of UTHealth School of Public Health. Library Services offers traditional services including circulation services, course reserves, and interlibrary loan, as well as information services including reference assistance, database searching, and citation management. The SPH Library's extensive print and electronic collections cover a broad range of public health subjects.

Contact information for Library Services:

Email address: SPHLibrary@uth.tmc.edu

Physical address: 1200 Pressler Street, RAS E109, Houston, TX 77030

Telephone: 713-500-9121 (main), 713-965-6968 (text)

Writing Support Services

[Writing Support Services](#) provides public health communication skills training, with a focus on writing, to students at all campuses of UTHealth School of Public Health. Training in the areas of academic writing, ESL, and scientific writing is delivered primarily by working one-on-one with students on their coursework, thesis, or dissertation. In addition to writing consultations, Writing Support Services offers mini-courses and writing groups designed to refine students' writing skills as well as to increase their competence and confidence as independent thinkers and writers. With collaboration and cooperation from faculty, students thus receive high-quality writing education (advice, instruction, and support) tailored to meet their academic needs, faculty expectations, and public health workforce demands.

NOTE: Writing Support Services does not provide editing and proofreading services such as manuscript preparation, grant proposal review, etc. Students, faculty, and staff seeking editorial assistance for manuscript submissions, journal articles, and grant proposals will be referred to freelance editors/writers who are not affiliated with UTHealth School of Public Health and who establish their own protocols and pay rates.

Contact information for Writing Support Services:

Email address: SPHWritingHub@uth.tmc.edu

Physical address: 1200 Pressler Street, RAS E109, Houston, TX 77030

Telephone: 713-500-9121

The Texas Medical Center (TMC) Library

The [Texas Medical Center Library](#) (TMC Library) is one of the most inclusive and collaborative spaces in the Texas Medical Center campus, located between Baylor College of Medicine and McGovern Medical School at The University of Texas Health Science Center at Houston. The TMC Library provides an impressive depth and breadth of library and information resources, as well as a modernized space for study and for meeting at a central Texas Medical Center location. Students, faculty, and staff have access to the extensive collections of the TMC Library, and can participate in classes and workshops on various topics related to library and information services provided by the TMC Library.

Contact information for The TMC Library:

Email address: <https://askus.library.tmc.edu/ask>

Physical address: 1133 John Freeman Blvd., Houston, TX 77030

Telephone: 713-795-4200 (main), 713-636-5295 (text)

RefWorks

UTHealth School of Public Health maintains a site license to [RefWorks](#), a powerful online citation management, research, writing, and collaboration tool. RefWorks is designed to help researchers easily gather, organize, store and share all types of information, as well as to instantly generate citations and bibliographies for use in writing projects. Students, faculty, and staff can use their uth.tmc.edu email to sign up for a RefWorks account. For more information, see the SPH Library's [RefWorks LibGuide](#).

LibGuides

The SPH Library & Graduate Communication Center has created various [LibGuides](#) (online research guides) to ensure resource and service equity for students, faculty, and staff at all campuses of UTHealth School of Public Health. These LibGuides focus on various public health subjects and topics, and facilitate the resources and services available for research and writing projects. The following LibGuides are especially helpful when starting a new project: [Ask Us](#), [Databases](#), [Library Services](#), [RefWorks](#), [Systematic Reviews](#), and [Writing Support Services](#).

ProQuest

Graduating students who have received final approval from the Office of Academic Affairs and Student Services, have the option to publish their thesis or dissertation in ProQuest Dissertations & Theses Database (PQDT), the world's most comprehensive curated collection of multidisciplinary dissertations and theses from around the globe.

PQDT has over 5 million citations and 2.7 million full-text works from more than 4,200 graduate schools and universities in more than 100 countries, with 200,000 works added each year. By publishing in PQDT, students make their scholarly work discoverable to researchers using the standard research tools for their fields, such as research databases and Internet search engines, maximizing its reach and impact.

For more information or to submit your thesis or dissertation for publication in PQDT, visit the [Library Services LibGuide](#) or contact the SPH Library at SPHLibrary@uth.tmc.edu.

CEPH Competency Inventory

The University of Texas Health Science Center at Houston (UTHealth) School of Public Health is accredited by the Council of Education for Public Health (CEPH) for its master's and doctoral programs. Accreditation was last awarded in March 2020 for a seven-year term.

A complete inventory of CEPH competencies by degree program and major can be found on the [CEPH Competencies website](#). Additional information about our CEPH Accreditation, including a copy of the final self-study document, can be found on the [School of Public Health website](#).

CEPH Competency Inventory: <https://uthealthsph.force.com/UTHealthCommunity/s/ceph-competencies>

SPH Accreditation website: <https://sph.uth.edu/about/accreditation>