HEALTH OUTCOMES DIVISION

GUIDE TO GRADUATE STUDY

The University of Texas College of Pharmacy

This "Health Outcomes Division Guide to Graduate Study" is intended to act as an informative supplement and is not intended to supersede University or College of Pharmacy policies on graduate studies.
GUIDE TO GRADUATE STUDY

HEALTH OUTCOMES DIVISION

INTRODUCTION
Graduate education, research, and scholarly work leading to the Master of Science (M.S.) and Doctor of Philosophy (Ph.D.) degrees from the Health Outcomes Division (HOD) are designed to assist the student in attaining the highest level of professional and academic competence in the field of health economics and outcomes research (HEOR).

The objective of the Health Outcomes graduate program is to prepare the graduate for the numerous available opportunities in the economic, social, administrative, and clinical practice sciences related to pharmacy and other health-related fields. The program is designed to meet the specific needs and objectives of the student, in addition to providing a foundation of course work which is required of every graduate student seeking the degree. The program is designed to encourage the student to select a related minor field, whereby expertise can be developed in that area as it relates to HEOR.

Information and regulations described in this manual are meant to guide the graduate student in proceeding through the program of study. Advanced degrees in the College are not awarded solely on the basis of the completion of courses and examinations and the submission of a thesis or dissertation. The student is also judged by the graduate faculty on the ability to design and complete work of the student's own creation, the potential to become an independent academic researcher, the qualities of industry and invention, and the personal character and attitude expected of a person holding an advanced degree from The University of Texas. The determination of fitness of each graduate candidate rests upon the graduate faculty of the College of Pharmacy and Dean of Graduate Studies of The University of Texas.

DIVISION GRADUATE ADVISOR
The HOD Graduate Advisor (Dr. Karen Rascati) assures that students are aware of the course requirements and meet minimum standards. Core courses for HOD graduate students are fairly standard (see M.S. and Ph.D. checklist for more information on coursework). After the student chooses a Supervising/Major Professor, that Professor assumes the major responsibility for academic advising and supervision, though paperwork must still go through the office of the Graduate Advisor. Further information and assistance can be obtained from the College of Pharmacy Graduate Coordinator.

Registration for Continuing Graduate Students
Registration in the Graduate School beyond the first semester depends upon satisfactory progress in fulfilling any admission conditions that were imposed, meeting any requirements made in writing, and maintaining a grade point average of at least 3.00 for all upper-division and graduate courses. For further information about grade requirements, see the section "Grades." Each student should make an appointment with the Division’s Graduate Advisor (Dr. Rascati) before registering for courses in order to obtain approval and update their progression worksheet. Each fall and spring, each student will also be asked to evaluate their recently completed courses so that future students may benefit from current students’ experience/advice. The Division Graduate Advisor must send the Graduate Coordinator an e-mail indicating that each student’s course plan (Appendix A) has been approved before the student will be able to register for the next semester.
**DIVISION SEMINAR**
Graduate students not in Ph.D. candidacy must register for and attend the HOD Seminar class each fall and spring semester. Ph.D. candidates do not need to register for Seminar, but are expected to attend and participate. Students are expected to make presentations each semester in Seminar. Once a Ph.D. student has successfully defended a Ph.D. proposal, the faculty member in charge of Seminar may decide to lift the presentation requirement for that student. In the case of extenuating circumstances, a Ph.D. candidate may submit a written petition to the student’s Major Professor and to the seminar instructor to be excused from attending the HOD Seminar for a semester. This petition must be submitted prior to the start of the semester.

**REVIEW OF PROGRESS**
The faculty will evaluate each student’s progress in the program each fall and spring semesters. The evaluation will consider performance on: 1) coursework; 2) projects; and 3) teaching and research assistantships (see Appendix B and Appendix C for evaluation forms). Each student will be required to complete a progress report each semester (see Appendix B). In addition, faculty members who supervise teaching or research assistantships will complete an evaluation form (see Appendix C). Based on these evaluations, the HOD faculty will rate the student’s progress as either satisfactory or unsatisfactory. These ratings will be used as a tool to: (1) provide constructive feedback (e.g., assignment of new student objectives and a time for completion) to ensure timely progression in the program; (2) recommend whether or not a student should continue to receive an assistantship; and (3) recommend whether or not a student should continue in the graduate program.

**TIME LIMITS**
**M.S. degree:** All requirements for an M.S. degree must be completed within one six-year period. Work over six years old can be reinstated only with the permission of the Graduate Dean, upon recommendation of the HOD faculty.

**Ph.D. degree:** All completed work that is included in a Ph.D. student's degree program at the time of admission to candidacy must have been taken within the previous six years (exclusive of a maximum of three years of military service).

**Minimally Acceptable Progress**
In order to remain in the Ph.D. program, a student must continue to make progress towards the degree. The following progression timelines have been established as Minimally Acceptable Progress (MAP). All students are required to satisfy the conditions of MAP. If a requirement is not satisfied by the year shown, the student will be placed on academic probation in that semester. If the requirement is not satisfied by the following semester, the student will be placed on final probation. Failure to satisfy any requirement within two semesters of the deadline will result in re-evaluation of the student’s continuation in the program by HOD faculty and possible dismissal from the program.

**Minimally Acceptable Progress for Ph.D.**
- Pass all required coursework requirements by end of year 3 (supplementary coursework allowed after year 3)
- Defend M.S. or complete pre-dissertation project by end of year 3
- Write grant proposal by end of year 3
- Pass qualifying exams by end of year 4
- Pass dissertation proposal defense by end of year 5
- Pass dissertation defense by end of year 6
THE MASTER OF SCIENCE DEGREE

SUPERVISING PROFESSOR
Incoming students do not ordinarily choose a Supervising Professor until their first summer or second fall semester. During this time, each new graduate is expected to talk to and become familiar with each faculty member in the Division. Upon choosing an area of specialization, students should approach and obtain approval (see Appendix D) from a faculty member within the Division to serve as the Supervising Professor.

SUPERVISING COMMITTEE
Each M.S. student’s degree program is developed under the guidance of a Supervising Committee composed of two or more members of the College of Pharmacy Graduate Studies Committee, one of whom is designated as supervisor, plus a third member who may or may not be a member of the Graduate Studies Committee. The supervisor must be a member of the Graduate Studies Committee and a member of the HOD. The Supervising Committee is responsible for the quality, depth, and balance of the student’s educational experience. The student, working with their Supervisor, selects committee members. Students need to talk with prospective committee members to ask them to serve on their Committee and to get approval of their topic.

PROGRAM OF WORK
Each student’s program must include at least thirty semester hours of graduate-level course work, including the thesis. (See Appendix E - Checklist). Six semester hours of credit are granted for researching and writing the thesis. Course 698A (research project) must precede course 698B (writing period); 698A may not be repeated. Both 698A and 698B are taken on a credit/no credit basis. The student must be registered for 698B during the semester they intend to graduate. The thesis cannot be accepted before the semester in which the student applies for graduation.

M.S. PROPOSAL DEFENSE
Each student must submit a project proposal that has been approved by the student’s Supervising Professor to members of the M.S. Committee at least two weeks before the proposal defense. The proposal should contain the introduction, literature review, rationale, objectives, and proposed methodology for the student’s project. The student is responsible for reserving a room and A/V equipment for the defense, or making videoconference arrangements for a virtual defense if an on-site defense is not possible.

M.S. ORAL DEFENSE
An oral examination of the thesis is required by the Division. A complete draft of the thesis (including the title page, abstract, table of contents, text, references, tables, and appendices) that has been approved by the student’s Supervising Professor, must be submitted to each member of the Committee at least two weeks before the defense date. University-wide formatting guidelines must be followed. The defense date must be set to allow at least two weeks for revisions before the semester’s graduate school deadline. Non-committee faculty and graduate students may be invited to attend the defense as observers. At the Supervising Professor’s discretion, the student may be required to complete and submit a manuscript based on the thesis before signing the student’s graduation forms. The student is responsible for reserving a room and A/V equipment for the defense, or making videoconference arrangements for a virtual defense if an on-site defense is not possible.

If the student does not pass the oral examination, a second opportunity will be given after an appropriate period to allow for further preparation. If the student does not pass the second examination, the student will be dismissed from the graduate program.
PRE-DISSERTATION PROJECT

If an incoming PharmD, MBA graduate, or non-thesis M.S. student chooses not to pursue a Master of Science degree, then a pre-dissertation project must be completed prior to the student entering Ph.D. candidacy status. The purpose of the pre-dissertation project is to give incoming students experience in conducting research prior to their dissertation project.

SUPERVISING PROFESSOR

Incoming students do not ordinarily choose a Supervising Professor until their first summer or second fall semester. During this time, each new graduate is expected to talk with each faculty member in the Division. Upon choosing an area of specialization, the student should approach and obtain approval (see Appendix D) from a faculty member within the Division to serve as their Supervising Professor. The student will work under the guidance of the supervising faculty member to develop and complete the project.

PROGRAM OF WORK

Each student’s program must include at least 30 semester hours of graduate-level coursework, including the pre-dissertation project report. (See Appendix E - Checklist for specific coursework requirements.) The report is prepared under the direction of the Supervising Professor. Six semester hours of credit are granted for researching and writing the report. Qualifying exams for a Ph.D. cannot be started until both the research and project report have been completed.

ORAL EXAMINATION

No oral examination for the pre-dissertation project is required, but it is expected that results will be submitted for publication.
THE DOCTOR OF PHILOSOPHY DEGREE

COURSE REQUIREMENTS

In addition to courses and research in a field of specialization, additional work is taken to broaden or supplement the field. This supporting work may consist of course work in one area or several; it may be in conference, laboratory, or problems courses; or it may be a supervised activity off campus relevant to the major interest. See Appendix E - Checklist for specific coursework requirements.

ADMISSION TO CANDIDACY

Students may not register for the dissertation until they are admitted to candidacy, and completion of coursework does not in itself constitute admission. Formal admission to doctoral candidacy consists of the submission and approval of the following:

1. **Supervising Professor:** Incoming students do not ordinarily choose a Supervising Professor until their first summer or second fall semester. During this time, each new graduate student is expected to talk with each faculty member within the Division. Upon choosing an area of specialization, the student should approach and obtain approval from a faculty member within the Division to serve as their Supervising Professor (See Appendix D).

2. **Program of Work:** The Program of Work comprises a list of courses taken and proposed and the prospective dissertation title. The Dissertation Committee may, in a review of the Program of Work, recommend additional course requirements.

3. **Qualifying Examination:** Having completed the major portion of coursework and decided on a dissertation topic, the Ph.D. student shall request that the Supervising Professor convene a Committee for the purpose of administering a qualifying examination. The examining Committee shall consist of the Supervising Professor and at least three other faculty members who may or may not be on the Supervising Committee. One member of this Committee must be from outside the College of Pharmacy, at least two members of this Committee should be from the HOD, and at least half should be from the College of Pharmacy.

   The qualifying examination consists of three components: 1) a written closed-book exam which is a comprehensive examination of prior coursework and issues in HEOR and related areas of study – this is made up of four exams covering four topics/courses; 2) one written open-book data analysis assignment to be completed within a 7-day time period; 3) a second open-book assignment to be completed in a 14-day time period. The second open-book portion consists of a mini-proposal for the student’s intended project, including the literature review on the project topic, study objectives, and possible methodology for conducting the study. If the student’s Supervising Professor has already approved the written proposal, they may require a different project for the second open-book assignment. All three parts of the examination must be completed within a 45-day time period.
THE DISSERTATION COMMITTEE
The Dissertation Committee advises the student on the research and writing of the dissertation, conducts the final oral examination, and approves the dissertation. The Dissertation Committee must be comprised of a minimum of 4 members. The chairperson of the Dissertation Committee ordinarily serves as the supervisor of research. Other members of the Committee should be consulted as appropriate. Occasionally, an adjunct faculty member may be recommended by the Graduate Studies Committee to serve as the research supervisor for a specific dissertation. When the research supervisor is not a member of the Graduate Studies Committee or not a member of the HOD, a member of the Graduate Studies Committee from the Division will be appointed as co-chairperson of the Dissertation Committee. At least two members of the Committee should be from the HOD, at least half of the members of the Committee should be from the College of Pharmacy, and at least one member of the Committee should be from outside the College of Pharmacy. If any changes are made to the Committee, the student must file a change of committee form at that time. Changes in the Dissertation Committee must be submitted at least 30 days before the dissertation defense (Final Oral Examination).

THE DISSERTATION PROPOSAL DEFENSE
Each student must submit a dissertation proposal which has been approved by the student’s Supervising Professor to members of the Dissertation Committee at least two weeks before the proposal defense. The proposal should contain the introduction, literature review, rationale, objectives, and proposed methodology for the student’s dissertation project. The proposal should be successfully defended before data collection and analysis begins. The student is responsible for reserving a room and A/V equipment for the defense, or making videoconference arrangements for a virtual defense if an on-site defense is not possible.

FINAL ORAL EXAMINATION (Defense of Dissertation)
A satisfactory final oral examination is required for the approval of a dissertation. A written request to hold the final oral examination must be submitted to the Graduate School at least two weeks in advance. A complete draft of the dissertation, which has been approved by the Supervising Professor, (including the title page, table of contents, text, references, tables, and appendices) must be submitted to each member of the Committee at least three weeks before the defense date. University-wide formatting guidelines must be followed (these are available online). The defense date must be set to allow at least two week for revisions before the semester’s graduate school deadline. The Dissertation Committee Chair does not sign the signature page until revisions are satisfactory. At the Supervising Professor’s discretion, the student may be required to complete and submit a manuscript based on the dissertation before signing the student’s graduation forms. The student is responsible for reserving a room and A/V equipment for the defense, or making videoconference arrangements for a virtual defense if an on-site defense is not possible.

Dissertation defense dates and times are published to allow non-committee members to attend. The examination covers the dissertation and the general field of the dissertation and such other parts of the student's program as the Committee determines. If the members of the Committee are satisfied that (1) the dissertation is an independent investigation in the major field and itself constitutes a contribution to knowledge, (2) the student has passed the final oral examination, and (3) the student has submitted for publication in Dissertation Abstracts International an abstract approved by the Committee, they will indicate approval on the Report of Dissertation Defense. The decision of the Committee must be unanimous.
**SIDE PROJECTS**

“Side projects” (i.e., those outside of the thesis, predissertation, or dissertation) are highly encouraged as they expand the student’s breadth and depth of knowledge. Many students work with a variety of faculty and students to create excellent work. Before pursuing any side projects, **graduate students are required to contact their Major Professor** (or the Division Graduate Advisor if students do not have a Major Professor). The Major Professor will work with the student to help identify the best approach, as well as ensure that the student’s involvement in additional projects does not negatively impact progress in the program.

**BALANCE BETWEEN ACTIVITIES AND WORK**

Graduate students are not prohibited from involvement in off-campus activities or employment, as long as these outside activities do not interfere with the College’s mission, coursework, or divisional responsibilities. Excessive involvement in other activities can slow the student’s progress in the graduate program.

**PLAGIARISM**


If any assignment or manuscript is found to be plagiarized, this may result in stiff penalties, including expulsion from the program. This is a form of cheating and will not be tolerated. All students must complete the online tutorial (See Appendix B): [http://legacy.lib.utexas.edu/services/instruction/learningmodules/plagiarism/index.html](http://legacy.lib.utexas.edu/services/instruction/learningmodules/plagiarism/index.html).

The Graduate School offers iThenticate, a plagiarism detection software designed to ensure manuscripts are properly cited and to help co-authors and graduate students manage document revisions and workflow.

iThenticate is available to faculty members and graduate students at UT Austin and can be accessed through a secure login using a UT EID. Login instructions can be found on the Graduate School website: [https://gradschool.utexas.edu/content/ithenticate](https://gradschool.utexas.edu/content/ithenticate).

**CONFLICT OF INTEREST TRAINING**

During their first full semester, each student must complete ‘conflict of interest’ training at [https://research.texas.edu/ors/conflict-of-interest/coi-training](https://research.texas.edu/ors/conflict-of-interest/coi-training). (See Appendix B.)

**RESEARCH INVOLVING HUMAN SUBJECTS**

The University adheres to the guidelines of the National Institutes of Health with regard to the involvement of human subjects in research. All faculty, staff, students, or employees who propose to engage in any research, demonstration, development, or other activity involving human subjects are bound by these regulations.

Ph.D. or M.S. research proposals, as well as sponsored or unsponsored research, must first be submitted to the appropriate Departmental Review Committee and then (in most cases) be forwarded to the Committee on the Protection of Human Subjects Institutional Review Board (IRB) of the University.

Information about required procedures, agenda deadlines, and guidelines for preparing research proposals are available from the Office of Sponsored Projects, Main Building 303 (512-471-6424) or at [https://research.utexas.edu/osp/](https://research.utexas.edu/osp/). It is advisable to consult this office in the early stages of preparing a research proposal in order to facilitate the review process. Students should work with their major professor to complete these forms.
During their first full semester, all graduate students are asked to complete the tutorial on human subjects at [http://www.utexas.edu/research/rsc/training/](http://www.utexas.edu/research/rsc/training/). This must be updated every three years.

**GRADUATE STUDENT / PROFESSIONAL ORGANIZATIONS**

The Pharmacy Graduate Student Association (PGSA) represents all graduate students in the College of Pharmacy. The president of this organization serves as a liaison to College Administrators and assists in obtaining funds for students wishing to attend professional meetings. Also, the PGSA provides a means for selection of graduate student representatives for the Graduate Administrative Sub-committee, Graduate Council, and Graduate Assembly.

Graduate students in the HOD may also join the UT student chapter of ISPOR (International Society for Pharmacoeconomics and Outcomes Research) and/or ISPE (International Society of Pharmacoepidemiology).

Graduate students can join most professional pharmacy organizations - such as American Society of Health-System Pharmacists, American Pharmacists Association, American Association of Colleges of Pharmacy, NCPA (National Community Pharmacists Association), and other health-related organizations for reduced rates. Membership in organizations (local, state, or national), familiarity with their publications, and attendance at their meetings, conferences, and conventions can help a student make valuable professional contacts and gain knowledge in current issues related to pharmacy and HEOR.
OTHER IMPORTANT INFORMATION

KEYS
Keys for the HOD graduate student offices and faculty office suites will be provided. Keys to UT offices may not be lent or given to anyone else. To minimize theft of computers, books, purses, etc., the graduate student offices should be locked at all times.

Each graduate student will be able to use their UT ID card to enter the College of Pharmacy on holidays, weekends, and evenings. Please check the most recent information on entrance doors, so as not to activate a silent alarm at the University Police Department.

ACCESS TO BUILDINGS AND LABORATORIES
Upon arrival at UT, the student will be issued a UT ID card to use to enter the Pharmacy building(s). If necessary, keys will also be issued for student offices and/or research laboratories. Doors should be closed and locked at all times other than when the lab or office is occupied.

When the buildings are closed, students must use their UT ID and have approved access in order to get into the building. Access is dependent upon the student’s affiliation with a supervisor and/or lab. Do not prop open exterior doors as this causes the alarm to activate and makes the building vulnerable to theft.

You should not let anyone into the building or bring friends in with you. Unauthorized people who are in the building after hours should be reported immediately to the UT Police at 471-4441.

PHOTOCOPYING, SUPPLIES, PHONE, AND MAIL
The HOD photocopier may be used for research and TA-related purposes. The Division is charged for each copy that is made - thus, students are asked not to make personal copies on the copy machine. Do not use the copy machine to copy books or course packets. Doing so is a potential violation of copyright laws and an unnecessary expense to the Division.

Supplies for research, teaching, and classroom responsibilities are available. Let the HOD Program Coordinator know if supplies are running low.

Please use these resources wisely and do not abuse access to the copy machine or office supplies.

TOUCHING BASE
Each graduate student and faculty member has a mailbox in room PHR 3.210. Please check your e-mail daily and your mailbox when you get a message that you have something there.

ABSENCE RECORDS
To be reimbursed for any university-related travel, students must complete an Absence Record form prior to travel. If the student is traveling for personal reasons, they should inform Division Program Coordinator and the Major Professor (and/or your supervisor if you are a TA) of dates of absence and contact information. Absence Record forms are available from the Division Program Coordinator.

COMPUTERS
Students are required to have a personal computer capable of running the software used in this program. A variety of computers and printers are located in the graduate student offices. Please use them appropriately; students’ files should not be kept on the hard drives; and the computer area should be straightened after use. The university does not insure computers; thus, it is important that the graduate student offices be locked at all times.
AUTHORSHIP
Professor and peer collaboration on projects lead to questions about authorship of presentations and publications. Discuss and decide on authorship before writing an abstract or manuscript. Do not submit either an abstract or manuscript without the knowledge and approval of all co-authors. At the Major Professor’s discretion, a student may be required to complete and submit a manuscript based on the thesis or dissertation before signing the student’s graduation forms.
Appendix A
Graduate Advising Form - Page 1 of 1
Health Outcomes Division

Advising for Semester and Year __________________________

Student Name: __________________________

Student UT- EID: __________________________

Courses:

_________________________________________

_________________________________________

_________________________________________

_________________________________________

Advisor's Signature _________________________________________

Date:  __________________

### Appendix B (Form A)

**Information Collected for Progress Evaluation - Page 1 of 2**

Health Outcomes Division

| NAME: ______________________________ | EID: ____________________________ |
| DATE: ______________________________ |

**Date Entered the Program (mo/yr):**

**Division:** Health Outcomes Division

**Major Professor (if chosen):**

<table>
<thead>
<tr>
<th>Coursework</th>
<th>Course #/Name</th>
<th>Semester /Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Level Didactic Courses (2 courses for M.S., 2 more for Ph.D.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Statistics (2 courses for M.S., 2 more for Ph.D.)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Coursework</th>
<th>Course #/Name</th>
<th>Semester /Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experimental Design and Research Methods in Healthcare</td>
<td>PGS 390K (Fall; each year)</td>
<td></td>
</tr>
<tr>
<td>Data Analysis in Healthcare</td>
<td>PGS 390J (Summer; each year)</td>
<td></td>
</tr>
<tr>
<td>Research Ethics</td>
<td>PGS 185D (Fall; each year)</td>
<td></td>
</tr>
<tr>
<td>Advanced Research Methods (Ph.D.)</td>
<td>PGS 390U (Spring; each year)</td>
<td></td>
</tr>
<tr>
<td>Communication Skills for Scientists (Ph.D.)</td>
<td>PGS 387Q (Summer; each year)</td>
<td></td>
</tr>
<tr>
<td>Interdisciplinary Collaboration and Career Development (Ph.D.)</td>
<td>PGS 192Q (Spring; each year)</td>
<td></td>
</tr>
<tr>
<td>Minor Area Outside of HOD (2 courses for M.S., 2 more for Ph.D.)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Coursework</th>
<th>Course #/Name</th>
<th>Semester /Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Methods outside of Health Outcomes Division (Ph.D.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Theoretically based graduate level course outside of the Health Outcomes Division (Ph.D.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any additional course(s) added by your supervisor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

12
<table>
<thead>
<tr>
<th>Safety &amp; Compliance (if applicable)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Handbook Information</td>
<td>NA</td>
</tr>
<tr>
<td>Human Subjects <a href="http://www.utexas.edu/research/rsc/training/">http://www.utexas.edu/research/rsc/training/</a></td>
<td>DATE COMPLETED</td>
</tr>
<tr>
<td>Conflict of Interest <a href="https://research.texas.edu/ors/conflict-of-interest/coi-training">https://research.texas.edu/ors/conflict-of-interest/coi-training</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Milestones</th>
<th>Date</th>
<th>Committee Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finish M.S. Coursework</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit Research Grant (Ph.D. student)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completed M.S. or Pre-dissertation project and report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finish Ph.D. Coursework</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passed qualifying exams</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ph.D. Proposal Defense</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Accomplishments** since last semester (List all posters, papers, presentations, research grant, etc.):

**Goals** moving forward:

**To be completed by Supervisor or Graduate Advisor:** (Mark X in field)

<table>
<thead>
<tr>
<th>Communication Evaluation (annually)</th>
<th>Oral</th>
<th>Written</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distinguished</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exceeds Expectations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meets Expectations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expectations Not Achieved</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cannot Assess</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DGA or Supervisor’s signature and date
Appendix B (Form B)
Information Collected for Progress Evaluation - Page 3 of 3
Health Outcomes Division

Graduate Student Course Evaluation Form for Courses Completed Last Semester
(Please complete one form for each course – OUTSIDE of HOD Courses)

Student Evaluator’s Name: ______________________________________________________
Student Evaluator’s Minor(s) and/or Career Interests: _____________________________

1. Course Title: ______________________________________________________________

2. Course Number: ____________________________________________________________

3. Semester/Year: _____________________________________________________________

4. Name of Instructor: _________________________________________________________

5. Using the conventional grading scale, circle the grade you would give the instructor for his/her
teaching effectiveness:

   A   B   C   D   F

   Comments:

6. What grade would you give the course content as it relates to your program?

   A   B   C   D   F

   Comments:

7. What specific material covered in this course, if any, do you think was particularly valuable to you
as it relates to your career goals?

8. Would you recommend that other graduate students take this course? (Circle one)

   Yes   No

9. Would you recommend that other graduate students take courses from this professor? (Circle one)

   Yes   No

Comments:
University of Texas policy requires that teaching assistants (TA) be evaluated each semester and that a written performance evaluation be on file for each semester they were employed. Please take the time and complete the following short evaluation questionnaire. Thanks so much.

1. Teaching Assistant Name__________________________________________________

2. Pharmacy Course:________________________________________________________

3. Date:_______________________

4. Listed below are seven TA behaviors we are asking you to evaluate. Please circle the response that best fits your evaluation of the TA. Thanks.

<table>
<thead>
<tr>
<th>Behavior</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Average</th>
<th>Below Average</th>
<th>Poor</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reliability</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>NA</td>
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<tr>
<td>Initiative</td>
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<td>4</td>
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<tr>
<td>Promptness</td>
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<tr>
<td>Helpfulness</td>
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<td>2</td>
<td>1</td>
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</tr>
<tr>
<td>Communication Skills</td>
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<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>NA</td>
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<tr>
<td>Attitude</td>
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<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>NA</td>
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<tr>
<td>Kept Expected Hours</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>NA</td>
</tr>
<tr>
<td>Other, specify</td>
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<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>NA</td>
</tr>
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</table>

Please proceed to page 2
5. Do you recommend that this student be retained as TA?

_____ Yes

_____ Yes, but in a different course—please explain _______________________________

_____ Maybe, please explain___________________________________________________

_____ No, please explain_______________________________

Faculty and Teaching Assistant Review

As a TA, I have read my TA evaluation and talked to the faculty member in charge of the class.

TA signature: _______________________________ Date: ________________

Faculty signature: _______________________________ Date: ________________

State and federal laws governing employee rights concerning access and privacy define the distributions of this document. This document is confidential and a copy will be made available to the Teaching Assistant evaluated above. The information also will be made available to administrative staff and faculty whose duties require access to the information. The TA has the right to submit a written response that will be added to the student file.

Student (TA) Response (optional):

[Continued on back if needed]

Forward all completed evaluations to Graduate Coordinator, PHR 4.220.
Appendix E
M.S./Ph.D. Coursework Checklist - Page 1 of 1
HOD COURSEWORK CHECKLIST

___ Graduate Level Didactic Courses in Health Outcomes:

M.S. – Check two; Ph.D. – Check two more

Pharmacoeconomics – PGS 393T (Spring; each year)
Healthcare Systems – PGS 381N (Spring; odd years)
Health Behavior Theory and Medication Use – PGS 384N (Fall; odd years)
Intro to Pharmacoepidemiology – PGS 384S (Spring; even years)
Health-Related Quality of Life – PGS 393Q (Summer; odd years)
Other substitute (Please specify: ________________)

___ Statistics: M.S. – Check two; Ph.D. – Check two more

Introduction to Statistics – EDP 371 or Fundamental Statistics – EDP 380E
Experimental Design and Inferential Statistics – EDP 482K
Correlation and Regression – EDP 382K – Topic 2
Multivariate Analysis – EDP 382K – Topic 4
Regression Analysis – SDS 384 – Topic 4
Multivariate Models – SDS 385
Other Substitute (Please specify: ____________________________)

___ Research Methods/Ethics: M.S. – All required

Experimental Design and Research Methods in Healthcare – PGS 390K (Fall; each year)
Data Analysis in Healthcare – PGS 390J (Summer; each year)
Research Ethics – PGS 185D (Fall; each year)

___ Research Methods: Ph.D.

Advanced Research Methods in Healthcare – PGS 390U (Spring; each year)

College of Pharmacy Courses

Communication Skills for Scientists – PGS 387Q (Summer; each year)
Interdisciplinary Collaboration and Career Development – PGS 192Q (Spring; each year)

___ Minor Area Outside of Health Outcomes Division

M.S. – List two courses in the same discipline area; Ph.D. – List two more
(Fellowship/residency hours may substitute)

__________________________  __________________________

__________________________  __________________________

___ Research Methods (3 hours) – Outside of the College of Pharmacy: Ph.D. – List one

____________________________

___ Theoretically based graduate level course (3 hours) – Outside of the College of Pharmacy:
Ph.D. – List one

____________________________

___ Any additional course(s) added by your supervisor
Certification Page

“I certify that I have read, understand, and agree to the entire contents of this HOD Guide to Graduate Study.”

Signature: ____________________________________________________

Date: _______________________________________________________