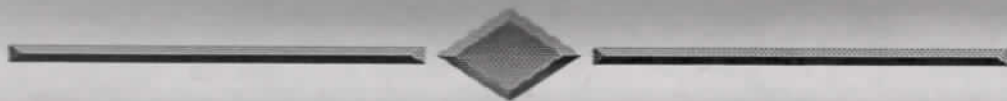


Department of Epidemiology
FACULTY SURVIVAL GUIDE
TO ADVISING

(a.k.a. "Look Here First")

1990 - 1997



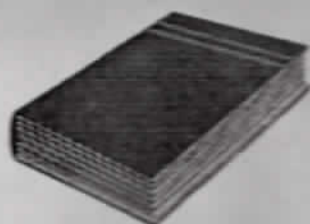
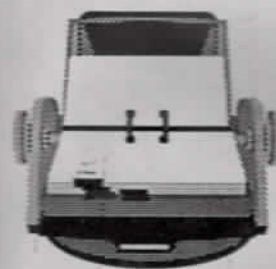
Academic Calendars

Phone Lists

Guide to E-mail Lists

Advising Guidelines

Academic Policies



GUIDELINES FOR A SUCCESSFUL ADVISOR/ADVISEE RELATIONSHIP

ADVISOR ASSIGNMENTS

When a student is offered admission to the EPID program, an advisor assignment is made based on factors such as mutual interests and faculty advising load. Within the student and faculty population, there is great diversity in work styles. While in most instances the original assignment will prove to be a satisfactory and fulfilling relationship, there are many reasons why these first matches may not always be the best pairing to meet the needs of the student. For this reason, there may be times when the student and/or the advisor feel that the student's needs can be better served by another advisor. Change is encouraged to facilitate the best possible advising experience.

CHANGING ADVISORS

Changing advisors is simple. Once the student identifies a new faculty member who is willing to serve as advisor (often after discussing options with several), the student asks the faculty member to sign a form (available from the Student Services Office) indicating that s/he has agreed to advise the student. A student who is considering a change in advisors is encouraged to discuss the situation with the current advisor. If for any reason the student is not comfortable doing this, s/he should consult someone from the Student Services Office about how to proceed, depending on the specific circumstances. When a change in advisors is made, the student should notify the now-prior advisor as a matter of courtesy. However, if this proves to be a problem, the Student Services Office can help with notification.

COMMUNICATION

The advisor/advisee relationship benefits from good communication. Establishing expectations of both the faculty member and the student at the outset of the advisor/advisee relationship is a major component of good communication. Listed below are some suggestions for topics for discussion between advisor and advisee, beginning at the first meeting:

- preferred method of communication (telephone, email, walk-in, sign-up at door, schedule appointment with secretary)
- how frequently meetings should take place
- who should initiate the meetings
- how the advisor will communicate which of his/her suggestions are recommendations and which are requirements
- how much course planning should be done with the advisor (i.e., is it necessary to meet with the advisor prior to registration for courses)
- who is responsible for ensuring that the student has met all degree requirements
- to what extent the advisor will assist in identifying funding opportunities
- to what extent the advisor will assist in identifying master's paper and/or dissertation topics
- what the advisee's expectations are in terms of faculty involvement in identifying topics and funding opportunities
- what the advisor's expectations are in terms of professional development opportunities (i.e., manuscript review, proposal writing, data analysis, literature reviews, presentations at meetings, etc.)
- how often the student and advisor should meet to assess the student's progress, and in what manner that assessment will be made
- how often the student and advisor should meet to assess the appropriateness of the advisor/advisee match, and in what manner that assessment should be made

PROCESS EVALUATION

It is recommended that the advisor and advisee regularly assess the advising relationship to evaluate the appropriateness of the match and to identify areas where improvement can be achieved. Students and advisors are encouraged to discuss openly the concerns of either party and to try to negotiate solutions to any problems.

CONFLICT RESOLUTION

Most differences can be resolved through open communication and should be addressed early on. In the event that the student or faculty member feels that intervention is needed by a third party, s/he is encouraged to first seek the assistance of the Student Services Office in dealing with the problem issue(s). If a mutually satisfactory plan for resolving differences cannot be developed, the student or faculty member may opt to consult the departmental ombudsman for assistance (see Academic Policies for specific details). Alternatively, either party may choose to seek the guidance of the Chair of the department. Both students and faculty should feel free to seek support and assistance, whenever necessary, without fear of negative repercussions.

ADVISOR POLICY STATEMENT

Advisor Name: _____

Student Name: _____

Office: _____

Phone: _____

E-mail address: _____

Preferred mode of communication (check all that apply):

- E-mail
- Phone
- Walk-in
- Sign-up at door
- Schedule with secretary [name and phone number]
- Other (please specify): _____

Meetings should be initiated by:

- Advisee
- Advisor

Suggested frequency of meetings:

- Weekly
- Monthly
- Each semester
- Other (please specify): _____

Personal statement on advising (philosophy, expectations, policies, etc.):

Academic Policies

2008 -- 2009



Department
of
Epidemiology

School
of
Public Health

University
of
North Carolina
at
Chapel Hill

Advising

Honor Code

Degree Requirements

Calendar of Events

Learning Objectives

...and more



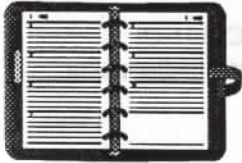
**DEPARTMENT OF EPIDEMIOLOGY
LOCATOR FOR PERMANENT FACULTY/STAFF**

NAME	PHONE #	ROOM	BUILDING	POSITION
ALEXANDER, Lorraine	6-7423	334	Rosenau Hall	Clinical Asst. Professor
ALSTON, Loviette	(919) 560-5606		Durham	Medical Office Assistant (WHI)
BALL, Helen	(919) 560-5606		Durham	Practical Nurse (WHI)
BARIC, Ralph	6-3895	2105D	McGavran-Greenberg	Assoc. Professor
	6-3881	Lab	Rosenau	
BEAN, Anne	6-7410	2101	McGavran-Greenberg	Secretary (Guess, Royce, Weigle)
BERGEN, Heather	6-3882	242	Rosenau	Research Technician (Stamm)
BORS, Philip	(919) 715-2131		Raleigh	Research Assoc. (Lengerich)
	(919) 560-5606		Durham	Medical Office Assistant (WHI)
COFFEY, Elizabeth	(919) 560-5606		Durham	Information Processing Asst. (WHI)
COLVIN, Nancy	6-7459	2106B	McGavran-Greenberg	Student Services Manager
CONLISK, Elizabeth	(919) 715-3130		Raleigh	Clinical Asst. Professor
CONWAY, Kathy	6-2180	360	Rosenau	Research Asst. Professor
	6-6437(Lab)	358-62	Rosenau	
COOKE, Carolyn	6-7461	2107E	McGavran-Greenberg	Fiscal Manager
CRUME, Amy	6-7455	2107F	McGavran-Greenberg	Accounting Technician
CUTLER, Dina	(919) 560-5606		Durham	Processing Assistant (WHI)
DAMIN, Rebecca	(919) 560-5606		Durham	Practical Nurse (WHI)
DEGNAN, Darrah	6-3000	32	NationsBank	Research Asst. (Thomas)
ECKMAN, Anne	6-6649	32	NationsBank	Project Coordinator (Royce)
FAX, McGavran-Greenberg	6-2089	2103	McGavran-Greenberg	
FAX, NationsBank	6-6650	32	NationsBank	
FOUST, Jane	6-7428	2101C	McGavran-Greenberg	Secretary (Savitz)
GILBERT, Dorothy	(919) 560-5606		Durham	Medical Office Assistant (WHI)
GIPSON, Grandella	(919) 560-5606		Durham	Processing Assistant (WHI)
GREGORY, Eileen	6-6656	32	NationsBank	Computer Programmer
GUESS, Harry	6-7415	2101E	McGavran-Greenberg	Adjunct Professor
	(610) 397-2539		Merck Research Labs	
HALL, J. Ed	6-6297	216/217	Rosenau	Assoc. Professor
	6-4294		Pathology Dept.	
HALL, Maria	6-7826		Frank Porter Graham	Research Asst. Professor
HEISS, Gerardo	6-7421	2102C	McGavran-Greenberg	Professor
	2-3253	400	NationsBank	
HERTZ-PICCIOTTO, Irva	6-7445	2105A	McGavran-Greenberg	Assoc. Professor
HOWARD, Richard	6-4566	303	NationsBank	Computer Programmer
HUDGINS, Terry	6-7425	2107B	McGavran-Greenberg	Director of Computer Services
	6-4186	32	NationsBank	
HULKA, Barbara	6-7412	2104E	McGavran-Greenberg	Kenan Professor
IBRAHIM, Michel	6-1676	2105B	McGavran-Greenberg	Professor
JOHNSON, Phyllis	6-3164	306	NationsBank	Admin. Asst. (CVD Group)
KAPLAN, Berton H.	6-7414	2101D	McGavran-Greenberg	Professor
KING, Gail	6-7470	2107C	McGavran-Greenberg	Administrative Manager
KING, Susan	6-7456	2107	McGavran-Greenberg	Accounting Clerk
KLECKNER, Robert			Maine	Computer Programmer
KNOWLES, Marilyn	6-3165	305	NationsBank	Research Asst. (Tyroler)
KOHLMEIER, Lenore	6-7450	2105E	McGavran-Greenberg	Professor
LENGERICH, Eugene	6-7415	2101E	McGavran-Greenberg	Clinical Asst. Professor
	(919) 715-3131			
LENNON, Edna	6-7430	2104	McGavran-Greenberg	Secretary (Baric, Hall, Kaplan, Rosamond, Schoenbach, Seed, Stamm)
LIAO, Duanping	6-3161	306	NationsBank	Research Asst. Professor
LOOMIS, Dana	6-7433	2104A	McGavran-Greenberg	Assoc. Professor
MANLEY, Veda	6-7420	2102	McGavran-Greenberg	Computer Production Specialist
MCPHERSON, Lesa	6-7460	2107D	McGavran-Greenberg	Human Resources/Clerical Support Manager
MILLER, William	6-9407	2102A	McGavran-Greenberg	Clin. Asst. Professor

**DEPARTMENT OF EPIDEMIOLOGY
LOCATOR FOR PERMANENT FACULTY/STAFF**

NAME	PHONE #	ROOM	BUILDING	POSITION
MILLIKAN, Robert	6-7437	2105C	McGavran-Greenberg	Asst. Professor
MOE, Christine	6-1420	2104H	McGavran-Greenberg	Asst. Professor
	6-7991	214	Rosenau	
MOLECULAR EPID LAB	6-6437	358-62	Rosenau	
MORTON, Carol	6-7443	2105	McGavran-Greenberg	Secretary (Hertz-Piccioletto, Kohlmeier, Millikan, Vine)
MURPHY, Carol	(919) 560-5606		Durham	Project Manager (WHI)
NEWMAN, Beth	6-7435	2104C	McGavran-Greenberg	Asst. Professor
NYLANDER-FRENCH, Leena	6-3826			
	541-2569 NIEHS			
OLSHAN, Andrew	6-7424	2103	McGavran-Greenberg	Assoc. Professor
PANKOW, James	6-2148	303	NationsBank	Asst. Professor
PATON, Catherine	6-4596	306	NationsBank	Research Asst. (Heiss)
PERIN, Carly	(919) 560-5606		Durham	Accounting Technician (WHI)
POPE, Sharon	6-1967	306	NationsBank	Secretary (CVD)
REID, Jinny	6-7756	2104	McGavran-Greenberg	Secretary (Loomis, Moe, Newman, Stevens, Thomas)
RHODES, Deanne	6-7991	216	Rosenau	Research Technician (Moe)
RHODES, Victor	6-4181	32	NationsBank	Computer Programmer
ROBINSON, Jadis	(919) 291-3300		Wilson County	Research Asst. (Thomas)
ROBINSON, Sharon	(919) 560-5606		Durham	Practical Nurse (WHI)
ROSAMOND, Wayne	6-7419	2102D	McGavran-Greenberg	Asst. Professor
	2-3230	400	NationsBank	
ROYCE, Rachel	6-7440	2104G	McGavran-Greenberg	Asst. Professor
SAVITZ, David	6-7428	2101C	McGavran-Greenberg	Professor & Chair
SCHOENBACH, Vic	6-7436	2104D	McGavran-Greenberg	Assoc. Professor
SEAGROVES, Betsy	6-7448	2103	McGavran-Greenberg	Secretary (Olshan, Shy, Wing)
SEED, Richard	6-3527	B-21	Rosenau	Professor
	6-3883(Lab)	B-4	Rosenau	
SHRIBERG, Kathryn	6-4187	303	NationsBank	Research Associate (Rosamond)
SHY, Carl	6-7446	2103C	McGavran-Greenberg	Professor
SMITH, Joanna	6-6655	302	NationsBank	Computer Programmer
STAMM, Lola	6-3809	364	Rosenau	Assoc. Professor
	6-3882(Lab)	242	Rosenau	
STEVENS, June	2-2756	2103D	McGavran-Greenberg	Assoc. Professor
	6-1065	4109	McGavran-Greenberg	
STUDENT ROOM	6-7452	2106	McGavran-Greenberg	
THOMAS, James	6-7434	2104B	McGavran-Greenberg	Assoc. Professor
TILSON, Hugh	6-9275	261	Rosenau	Clinical/Adjunct Professor
TSE, Jessica	6-2080	303	NationsBank	Computer Programmer
TYROLER, Al	6-1305	305	NationsBank	Alumni Distinguished Professor
VINE, Marilyn	6-7451	2105F	McGavran-Greenberg	Asst. Professor
WEBER, David	216-1817	2103B	McGavran-Greenberg	Assoc. Professor
	(Beeper #)			
WEIGLE, Kristen	6-7439	2104F	McGavran-Greenberg	Assoc. Professor
WING, Steve	6-7416	2101F	McGavran-Greenberg	Assoc. Professor
WOLF, Sue	6-1302	32	NationsBank	Research Assoc. (Shy)
WOOD, Joy	6-1303	32	NationsBank	Computer Programmer
WOODY, Carmen	6-7458	2106C	McGavran-Greenberg	Student Services Asst.
YOUNT, Boyd	6-3897	244	Rosenau	Research Technician (Baric)

A MESSAGE FROM THE STUDENT SERVICES OFFICE



MARK YOUR CALENDARS

DEPARTMENT OF EPIDEMIOLOGY
SCHEDULE OF DEPARTMENTAL EXAMINATIONS
SPRING 1998

DOCTORAL WRITTEN EXAMINATION -- THE DOCTORAL QUALIFYING EXAMINATION:

Doctoral students must consult with their advisors prior to registering to take the QE. The advisor's signature on the "Permission to Take Doctoral Qualifying Exam" form is required. The Qualifying Examination is offered twice a year. It is taken at some time after completion of EPID 201 (Epidemiologic Research Methods) or an approved equivalent. The QE must be passed before the preliminary oral exam may be held. For complete information, please refer to Academic Policies.

January 1998 QE:

Topics posted: Tuesday, January 6
Registration deadline: Friday, January 9, 4:30 p.m.
Clarification session: Tuesday, January 13, 12:30 p.m. (Room MC2101-G)
Examinations due from students: Tuesday, January 27, 9:30 a.m. (no later!)

Examinations will be delivered to the graders on Tuesday, January 27.

Graded exams due from graders to student office: Tuesday, February 3, 9:00 a.m. (no later!)
Faculty discussion: Wednesday, February 4, 3:00-4:30 p.m. (Room MC2101-G)
Students informed of outcome: by letter in mailbox, as soon as possible after faculty discussion
Exam critiques due from graders to student office: Wednesday morning, February 18

May 1998 QE:

Topics posted: Tuesday, May 5
Registration deadline: Friday, May 8, 4:30 p.m.
Clarification session: Tuesday, May 12, 12:30 p.m. (Room MC2101-G)
Examinations due from students: Tuesday, May 26, 9:30 a.m. (no later!)

Examinations will be delivered to the graders on Tuesday, May 26.

Graded exams due from graders to student office: Tuesday, June 2, 9:00 a.m. (no later!)
Faculty discussion: Wednesday, June 3, 3:00-4:30 p.m. (Room MC2101-G)
Students informed of outcome: by letter in mailbox, as soon as possible after faculty discussion
Exam critiques due from graders to student office: Wednesday morning, June 17

 **MASTER'S STUDENTS: REFER TO REVERSE SIDE FOR INFORMATION ABOUT
COMP EXAM & PROMOTION**

