



MS



**Oral
Sciences**



**Graduate
Handbook**



**COLLEGE
OF DENTISTRY**



2018 – 2019 UIC COLLEGE OF DENTISTRY – MASTER OF SCIENCE IN ORAL SCIENCES GRADUATE
HANDBOOK

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Program Overview

Oral health is a critical element of personal well-being. Research has demonstrated the definitive associations between oral and systemic diseases such as periodontitis, cardiovascular disease and preterm birth. The Master of Science in Oral Sciences prepares the next generation of dental faculty and clinicians who will serve as leaders in oral health care and within their respective dental specialties. Graduates of the program will be able to use research skills and knowledge in their practices to improve health outcomes for patients. The program accepts only students who have already been accepted into one of the College of Dentistry's postgraduate specialty programs. A research thesis and a final thesis defense are required.

This program manual is meant to serve as a guide to students of the MS in Oral Sciences program and their mentors. It should be used alongside the policies and procedures that have been established by the Graduate College of the University of Illinois at Chicago.

Important Contacts

Director of Graduate Studies	Michael D. Colvard, DDS, MTS, MS, PhD, FDS RCSEd Professor, Dept. of Oral Medicine and Diagnostic Sciences colvard@uic.edu 312-996-1405
For issues related to admissions, curriculum and registration, research project or thesis	Ashley Burton, M.Ed., Assistant Director for Academic Affairs, MS Program Advisor Aburt55@uic.edu (312) 355-4666

Admission

Timing Candidates may apply to MS in Oral Sciences after enrollment in one of the College's Advanced Specialty programs.

Deadlines:

- **International candidates:** February 15th prior to PG matriculation or Fall start for MS Only
- **Domestic candidates:** May 15th prior to PG matriculation or Fall start for MS Only

Procedures The application for the MS in Oral Sciences is separate from that completed for the candidate's Advanced Specialty program. An electronic application must be completed through UIC's online application system. (go.uic.edu/GraduateApplication)

The following items must be uploaded by the individual applicant through UIC's application system:

- Personal statement (no longer than 1-2 pages- candidates should discuss their motivation for conducting research and how research supports their career goals)
- Transcripts
- GRE scores taken within the last 5 years (evidence of JCNDE National Board Part II certification or DAT Scores may be substituted)
- One Letter of Recommendation from Practicing Clinician
- Evidence of English proficiency (international candidates only)
http://www.uic.edu/depts/oar/grad/international_requirements_grad.html.

Candidates who apply after the deadline cannot expect to complete the MS concurrently with the completion of the Advanced Specialty program.

Incomplete applications cannot be considered.

Applicants are responsible for checking the status of their applications online and ensuring that all required documents have been uploaded. (http://www.uic.edu/depts/oar/grad/check_status_grad.html)

Curriculum

A complete description of each course may be obtained via the University's website: <http://www.uic.edu/ucats/courses/> Students may use the curriculum planning sheet available on the College of Dentistry website.

The didactic curriculum consists of **four core courses and a research seminar** that is to be repeated four times. Students must also complete a thesis or capstone project. Students must complete a minimum of 32 credit hours for the MS. Of these 32 hours, no more than 12 hours may be devoted to thesis research (OSCI 598) or 6 hours of capstone research (OSCI 597). At least 9 hours of 500 level courses must be completed (excluding any 595, 596, 597 or 598 courses).

Required Core Courses

(20 credit hours)

OSCI 560, Structure, Organization, and Regulation of Dental Healthcare and Research

OSCI 561, Molecular Basis of Oral Diseases and Relationship to Systemic Health

OSCI 562, Developmental, Structural, and Functional Craniofacial Biology

OSCI 563, Wound Healing and Regenerative Sciences

OSCI 564, Interdisciplinary Research Seminar

*OSCI 564 must be repeated four times

GC 470, Essentials for Animal Research (if research involves animals)

Selectives

(6 credits of selectives must be completed for the capstone MS option)

Selectives must be at either the 400 or 500 level. The following cannot be used:

- research seminars (564/595)
- independent study courses (596)
- project (597), or
- thesis (598).

Selective courses should provide content relevant to the student's research thesis project. Students should seek input from their thesis advisor and postgraduate program director to choose selectives.

Credit Hour Summary

Core	20
Selective	0-6
Research/Thesis	6-12
Non-Credit	0
Total Credit Hours	32

Research

(6-12 credit hours)

OSCI 598, Masters Thesis Research: Students must complete a research project to be used as the thesis project. Students register for OSCI 598 for **up to 2 hours per semester** with the thesis advisor as the instructor. To complete the MS degree, students must register for a minimum of 4 credit hours* of OSCI 598 and a maximum of 12.

OSCI 597, Capstone Research: Students must complete a capstone research project. Students register for OSCI 597 for up to 2 hours per semester with the capstone advisor as the instructor. Students must earn minimum of 6 capstone credit hours and complete 6 additional credit hours of selective coursework.

*Note: 1 credit hour = 2 50-minute periods per week for 15 weeks

Non-Credit Courses

Students whose research projects involve human subjects and/or animals must complete all appropriate trainings PRIOR to commencing work with their subjects. (If requisite trainings were completed prior to admission to the MS program, verification of training completion must be provided for inclusion in student records.) **Credit from these courses does not count towards the MS degree.**

Human Subjects Research (online modules)

- Investigator 101 (all research involving human subjects)
- HIPAA (for research utilizing protected health information)

Animal Subjects Research

- GC 470* Essentials for Animal Research

*Note: This course is only offered during the fall semester.

Academic Procedures

Registration

Registration is completed online. Information on how to register is available on the University's website. All students should visit this website for full information on registration policies.

go.uic.edu/Registration

Students should use the myUIC portal (<http://my.uic.edu>) to view course schedules by semester and to register for courses.

Prior to each semester, all eligible continuing students will receive an email from the University with a date when they are allowed to register (Registration Time Ticket). In general, these time tickets to register will be sent to students in mid-March for both the Summer and Fall semesters and in mid-October for Spring Semester.

Students may add or drop classes up until the second Friday of each semester.

Students should use the "Registration Course List" appropriate to their PG Program/cohort posted in the BB site when registering.

Certain courses (eg. BSTT 400 and 401) require the permission of academic coordinators in another college. Students who are experiencing difficulty registering for these classes should contact Ashley Burton.

Full time students usually register for between 12 and 16 hours during the fall and spring semesters. Students may not register for more than 20 credit hours at a time without prior approval. When registering for OSCI 597/598, students should be aware that according to University policy, two 50-minute periods per week for 15 weeks is less than or equal to 1 semester credit hour.

Advising

Students must select a faculty member to serve as the capstone/thesis advisor during the MS program. The thesis advisor must be a member of the Graduate Faculty at the University of Illinois at Chicago. Students should select a thesis advisor whose research aligns with the student's own research interests and intended project. It is recommended that students select thesis advisors as early in the MS program as possible to allow for maximum time to plan and execute their research projects.

Students must submit the name of the advisor and the completed Research Protocol (signed by the advisor and committee members) by the end of the first semester of enrollment in the MS program.

Research Protocol

The Research Protocol is the student's proposed thesis project. It includes a draft of the research plan and the student's advisor and committee members.

Protocols will be assessed for significance and appropriateness of methods and materials. Failure to complete a viable protocol by the stated deadline will result in delayed graduation.

Clinic and Research Day

All students enrolled in the MS in Oral Sciences must present their primary research project at one of the College's Clinic and Research Days prior to graduation.

Information about how to submit an abstract is made available to the College of Dentistry community during the Fall semester. Clinic and Research Day is held in February or March.

Students interested in reviewing prior presentations may obtain a Clinic and Research Program Book from The Office of Research.

Students are additionally encouraged, but not required, to present their research in external venues. These include the University of Illinois at Chicago Research Forum (held annually in April), and professional research organizations such as the American Association for Dental Research.

Laboratory Safety and Training

The University of Illinois at Chicago requires that all students who participate in laboratory research complete appropriate laboratory training prior to beginning research. Students should work with their mentors to identify appropriate training based on the research project. However, all students must complete the following appropriate courses prior to working in the laboratory:

Laboratory Safety Students are required to complete a classroom session prior to working in a lab. Registration:
<http://www.uic.edu/depts/envh/Training/LabSafetyTrain.html>

The list below indicates online training links according to type of research.

Patients or human subjects:

<http://tigger.uic.edu/depts/ovcr/research/protocolreview/irb/education/citi.shtml>

Protected health information:

<http://tigger.uic.edu/depts/ovcr/research/protocolreview/irb/education/2-2-2/HIPAAonline.shtml>

Animal (in addition to GC 470):

<http://tigger.uic.edu/depts/ovcr/research/protocolreview/acc/education/index.shtml#training>

Additional training may be required depending on the type of research that the student will conduct. Student participants should consult with their mentors to determine what training is required.

rNA and Infectious Agents:

<http://tigger.uic.edu/depts/ovcr/research/protocolreview/ibc/education/index.shtml>

Human Subjects and Animal Research

If the student's research involves either human or animal subjects, students must comply with all regulations set by the University related for human subject or animal research. All students who undertake animal research must enroll in the GC 470 course "Essentials of Animal Research." This course is only offered during the Fall semester. Students can only perform human or animal research under a protocol approved by the University. The protocol number must be provided on the Committee Recommendation Form and with abstracts submitted for Clinic and Research Day.

Students may be added as personnel to their advisor's existing protocols. This action requires the student complete training as described on the University's website for **human subjects** : (http://tigger.uic.edu/depts/ovcr/research/protocolreview/irb/education/2-2-2/getting_started.shtml)

and **animal research:**

(<http://tigger.uic.edu/depts/ovcr/research/protocolreview/acc/education/index.shtml>).

In the case of a student who receives an individual fellowship award or creates a distinct project, the student may be advised to apply for an individual protocol. Information on how to do so is available on the University's website.

Graduation

Intent to Graduate

Students must file an intent to graduate with University within the first three weeks of the semester in which they intend to graduate. Information on how to complete this process is available on the Graduate College website: go.uic.edu/GradIntent

Students who are enrolled in both the Master's and a postgraduate degree program, and who intend to graduate from both programs during the same semester should file the intent to graduate for their specialty program and notify Ashley of intent to graduate for MS.

Diploma

Diplomas are conferred by the University of Illinois at Chicago and, as such, are mailed to each student according to the procedures detailed on the Office of Admissions and Records website: go.uic.edu/Diploma

Students must provide their correct mailing addresses to the University via the University's online system.

Please see the Blackboard site for information on verifying/changing diploma names.

Forms and Paperwork

At different points throughout the MS program, students must complete various forms and paperwork. Following is a list and short description of some of the forms that must be completed. These do not include forms that may be required by the University's Office for Research Services (human or animal research, proposal application form, etc).

Research Protocol

Research Protocol: used to plan the thesis project. All students are required to complete a research protocol and have approval from Advisor prior to beginning research.

Advising Sheet

MS Advising Sheet: used to plan curriculum. All students are required to complete this form and submit it to Ashley Burton by the end of the first semester of enrollment in the MS program. Available from Academic Affairs Office.

Capstone

Capstone projects will require a defense and written manuscript. After completion of the capstone project, the research committee will review and sign the Certificate of Approval for the MS Project as required by the UIC Graduate College. If the results of the project are satisfactory, and meet the standards of scholarly performance expected in the Oral Science field, the student will obtain approval. If the project lacks minimum criteria for approval as determined by their research committee and MS DGS, the student must work with their research committee to correct stated issues before obtaining approval from the Director of Graduate Studies.

Thesis

Committee Recommendation Form: Required by the Graduate College. Completed by the student prior to the thesis defense and as soon as the thesis committee is formed. Submitted to Ashley Burton prior to submission to the Graduate College. Requires the advisor's signature. Ashley will obtain signature of Director of Graduate Studies.
<http://grad.uic.edu/pdfs/CommRecForm.pdf>

Please note the following:

- Forms must be typewritten
- A copy of the CV must be included for any member who is not listed as UIC Graduate Faculty.

Change in Title or Committee Form: Completed after Committee Recommendation Form and required by Graduate College only if either the title or committee members must be updated. Not required for changes in expected exam date. Requires advisor's signature. Must be submitted to the Director of Graduate Studies prior to submission to the Graduate College.
<http://grad.uic.edu/pdfs/ChangeCommittee.pdf>

Department/Thesis Format Approval Form: Submitted with the thesis to the Graduate College, as specified in the Thesis Manual. Requires signature of the Director of Graduate Studies. Downloadable from Graduate College website:
<http://grad.uic.edu/pdfs/formGCDepartmentProgramFormatApprovalrev020503.pdf>