

University of Maryland College Park
School of Public Health
Department of Public and Community Health

Master of Public Health (MPH) in Community Health Education

Program Guidelines

The University of Maryland at College Park is located eight miles from the National Capitol Building in downtown Washington, D. C., and thirty miles from Baltimore, in the midst of one of the greatest concentrations of research facilities and intellectual talent in the nation.

Area resources of particular interest to graduate students of the Department of Public and Community Health include the Library of Congress, the National Library of Medicine, the National Agricultural Library, the Health Services Research Library, specific libraries of the various National Institutes of Health, the libraries of five major Universities and three medical schools in Washington, as well as the libraries of the University of Maryland Medical School, the National Center for Health Statistics, and Johns Hopkins University in Baltimore.

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Revised August 2008

I. The UMCP School of Public Health

The UMCP School of Public Health is one of 13 colleges and schools on the University of Maryland at College Park campus. The mission of the College is to promote and protect the health and well being of citizens of Maryland, the nation and the world through interdisciplinary education, research, public policy and practice. This mission is carried out through the different departments and institutes that compose the School of Public Health including: Epidemiology and Biostatistics, Family Studies, Health Services Administration, Kinesiology, Public and Community Health, and the Maryland Institute of Environmental Health. Additionally, the College has several centers and laboratories including the Center on Aging, the Gliner Center and the Family Service Center, the Cognitive Motor Behavior Lab, the Curriculum and Instruction Lab, the Exercise Physiology Lab, and the Sport Commerce and Culture Lab.

II. The Department of Public and Community Health

The Department of Public & Community Health is an autonomous department within the UMCP School of Public Health. The Department conducts professional preparation programs at both graduate and undergraduate levels, and a service program of classes open to the University at large and continuing education programs. The graduate programs are designed to prepare professional health educators with specific research skills and the ability to apply theoretical knowledge in a practical setting.

Resources within the Department include the Public Health Informatics Research Laboratory, the Center for Health Behavior Research, and the Health Behavior Assessment and Intervention Laboratory.

III. Admission Requirements

To be considered for admission into the Master of Public Health (MPH) program in Community Health Education, applicants are reviewed with regard to the following criteria:

1. Quality of previous undergraduate and graduate course work (GPA)
2. Strength of GRE scores (taken within the previous five years)
3. Letters of recommendation from 3 persons competent to judge probability of success in graduate school and that address and the applicant's academic capabilities and potential
4. Congruence of professional goals with those of the program, as described in the statement of goals and interests
5. Relevance of work and research experience

How to Apply:

Submit on-line (www.gradschool.umd.edu) to the Graduate School:

- Application for admission
- GRE scores, submitted electronically to UM code 5814
- Official undergraduate degree transcripts, with GPA of at least 3.0
- Three letters of recommendation
- A statement of goals and interests
- A resume or CV

Complete applications must be received by **January 15th** for fall admission; there is no spring admission. *A completed application includes all of the bulleted items above.*

IMPORTANT NOTE: Apply early! Applications not completed by January 15th will not be considered.

IV. Course of Study

A. General Information

The Master of Public Health in Community Health Education consists of 42 credit hours of graduate work including two 3 credit-hour electives and a 6 credit-hour capstone experience comprised of an internship and MPH project. (Students have the option of replacing the elective and the project with a six credit-hour thesis.) The program can be completed on either a full- or part-time basis with classes offered in the late afternoon and evening.

Suggested sequences for completing the MPH program as a full-time student are illustrated in Section V of these guidelines, Developing Your Program Plan. All requirements must be met and the degree awarded within five years following the date of entrance into the program.

B. Required Courses

<u>Core Courses:</u>		<u>Credits</u>
EPIB 610	Foundations of Epidemiology	3
EPIB 650	Biostatistics I	3
HLSA 601	Introduction to Health Systems	3
HLTH 665	Health Behavior I	3
MIEH 600	Foundations of Environmental Health	3

Cognate Area Courses:

HLTH 606	Foundations of Public Health Education	3
HLTH 670	Public Health Informatics & Communication	3
HLTH 710	Methods and Techniques of Research	3
HLTH 775 ^P	Health Education Program Planning & Evaluation	3
HLTH 780	Community Health	3
One (Thesis option) elective or two (non-thesis option) electives (see list below)*		3/6

Capstone Experience Credits:

HLTH 785	Internship in Public Health	3
<i>Project Option</i>		
HLTH 786	Capstone Project in Public Health	3
-----OR-----		
<i>Thesis Option</i>		
HLTH 799	Thesis	3
XXXX XXX	Thesis-related elective*	3
Total Credits:		42

* *The elective(s) must be public health related, and no course taken prior to enrollment in the MPH program can be used.*

P = HLTH 710 is a pre-requisite for HLTH 775

Recommended Electives for MPH in Community Health Education

HLTH 666	Health Behavior II (3 credits)
EPIB 621	Infectious Disease Epidemiology (3 credits)
EPIB 622	Social Determinants of Health (3 credits)
EPIB 623	Epidemiology of Health Disparities (3 credits)
EPIB 624	Genetics in Public Health (3 credits)
EPIB 625	Epidemiology of Physical Activity (3 credits)

V. Completing Required Courses

Unless granted a waiver or substitution--**in writing**--from the Department, it is expected the student will complete all required courses. **The internship must be completed during one of the final two semesters before graduation.**

Students who have had previous graduate course work equivalent to a required course may request a waiver of that course by completing the REQUEST FOR WAIVER/SUBSTITUTION

OF GRADUATE/PUBLIC HEALTH CORE COURSE REQUIREMENT FORM (available at www.sph.umd.edu/dpch - look under the GRADUATE section). A maximum of six credit hours from another institution can be accepted without replacement (12 credit hours if earned at UMCP).

NOTE: If the student wishes to waive further course work (with faculty advisement), or if previous coursework was included in any other degree, it must be replaced with another graduate course of equivalent credit hours. ***All requests for waivers must be made within the FIRST semester in the program.***

Requests to substitute another course, either within or outside the department, for a required course may also be made. Such requests will be considered when a student can demonstrate that the proposed course is equivalent to the required course in question and can provide a rationale to justify taking the alternative course. To request a substitution, submit the REQUEST FOR WAIVER/SUBSTITUTION OF GRADUATE/PUBLIC HEALTH CORE COURSE REQUIREMENT FORM to your advisor. Requests for substitutions may be made at any time during the program.

Again, no more than six (6) credit hours of graduate work may be transferred from another institution. When moving from non-degree seeking status (i.e. Advanced Special Student) here at UMCP to MPH degree-seeking status, students may request inclusion of a maximum of twelve (12) credits earned at UMCP. Students seeking acceptance of transfer credits are urged to consult with their advisor and the Graduate Studies Director to ensure compliance with Graduate School guidelines. A REQUEST FOR TRANSFER OR INCLUSION OF CREDIT FOR THE MASTER'S DEGREE form (available on the Graduate School's website, www.gradschool.umd.edu, look under FORMS and Publications) ***must be completed during the student's FIRST semester in the program.***

VI. Developing Your Program Plan

The MPH Program Plan is intended to help students work out a time line for completing the MPH degree. Blank program plan templates are available on-line (available at www.sph.umd.edu/dpch - look under the GRADUATE section). Students must meet with their advisors before each semester to update their program plan and obtain permission to register for classes. Once the program plan has been updated, a hard copy must be given to the Graduate Studies Director, who will then clear the student to register for classes.

Students and their advisors are responsible for keeping the student's program plan up to date. If it is not up-to-date, students risk not graduating when planned or expected.

Recommended Sequence - Full-Time

Year 1	Fall (12 credits) HLTH 606 EPIB 650 HLTH 710 HLTH 665	Spring (12 credits) EPIB 610 HLSA 601 HLTH 670 HLTH 780
Year 2	Fall (9 credits) MIEH 600 Elective I HLTH775	Spring (9 credits) Elective II or HLTH 799 HLTH 785 HLTH 786

Recommended Sequence - Part Time

Year 1	Fall (6 credits) HLTH 606 HLTH 710	Spring (6 credits) EPIB 610 HLTH 665
Year 2	Fall (6 credits) EPIB 650 HLTH 775	Spring (6 credits) HLTH 780 Elective I
Year 3	Fall (6 credits) HLSA 601 MIEH 600	Spring (6 credits) HLTH 670 Elective II or HLTH 799
Year 4	Fall (6 credits) HLTH 785 HLTH 786	

VII. Requesting Graduate School Approval of Your Degree Program and Applying for Graduation

Early in the final semester, students must submit to the Graduate School an **APPROVED PROGRAM FOR THE MASTER OF [Public Health in Community Health Education]** form, available on the Graduate School's website (www.gradschool.umd.edu, click on Forms and Publications). The Approved Program Form will require departmental approval including signatures from the student's advisor and the Graduate Studies Director.

The Program Approval should be submitted to the Graduate School after filling out an **APPLICATION FOR DIPLOMA** (available on-line at www.testudo.umd.edu) early in the semester the student expects to graduate. There is a specific deadline for the diploma application. Consult **DEADLINES FOR GRADUATE STUDENTS** available on-line at www.gradschool.umd.edu, look under General Information.

VIII. Capstone Field-Based Experience and Project Requirements: General Information

In addition to an internship experience, HLTH 785 (3 credits), all Master of Public Health in Community Health Education degree students are required to complete either a field-based project (HLTH 786 MPH Project, 3 credits) or a thesis (HLTH 799, 6 credits). Please refer to the MPH Project and Thesis Guidelines for a complete description of requirements for both the MPH Project and the Thesis (these are available on-line at www.sph.umd.edu/dpch - look under the GRADUATE section). **IMPORTANT:** The project and/or thesis are capstone experiences and must be completed after all core and cognate courses have been completed. Students may begin formulating ideas for their project or thesis and meeting with their committee members while taking core and cognate courses, but the project or thesis must be completed during the final semester.

NOTE: Students who choose to complete a thesis rather than a project will likely need to allow for more than one semester to complete the thesis. It is important for students to consult with their academic advisors **EARLY** in their course of study and discuss the requirements and details of both options so the student may plan accordingly.

The MPH project option provides for two 3-credit-hour electives during the program. Students enroll for HLTH 786 under the section number of their faculty advisor. If you are doing an MPH project, remember you must work with your advisor **EARLY** during the final semester to select a topic and identify a second faculty member who will agree to be a part of your committee. The MPH Project Proposal is due at the end of the **3rd week** in the semester. If the MPH project (HLTH 786) is not completed in the semester for which the student registered, an incomplete contract must be processed.

The thesis option replaces both the HLTH 786 project and one elective with 6 credit hours of HLTH 799. The student may register for all credits of the thesis during the semester in which it is to be finished, or register for portions of the total credit hours in each semester while working on it. Again, note that a thesis is likely to require more time to complete and should therefore be started prior to the final semester. An incomplete is submitted for any HLTH 799 credit(s) taken until the thesis is completed. Students enroll for HLTH 799 under the section number of their faculty advisor.

If students are using any University resource, they must be registered for at least one credit. Thus, if the student has been given an "I" for the project, and plans to complete the project and graduate the following semester, that will require being registered for at least one credit in the graduating semester.

MPH Program Checklist

- ___1. Attend NEW STUDENT ORIENTATION in August for an overview of degree requirements, academic policies, regulations, and procedures for completing the program. ***Review these Guidelines. Review these Guidelines. Review these Guidelines. Review these Guidelines.***

- ___2. After consultation with advisor, if eligible, submit to the Department Director of Graduate Studies a written REQUEST FOR WAIVER/SUBSTITUTION OF GRADUATE/PUBLIC HEALTH CORE COURSE REQUIREMENT FORM for any required course and/or complete a REQUEST FOR TRANSFER OR INCLUSION OF CREDIT FOR THE MASTER’S DEGREE form. ***Be sure these forms are submitted during the first semester of the program.***

- ___3. Consult with your advisor to develop your Program Plan of Study. Meet with your advisor regularly throughout your program to help you keep on track and up to date with the most recent deadlines and policies.

- ___4. At each pre-registration advising meeting, consult and update your Program Plan.

- ___5. Complete all coursework (See Recommended Sequence). NOTE: Students are required to meet with the Internship Coordinator during the semester before enrolling in HLTH785 MPH Internship.

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits</u>
EPIB 610	Foundations of Epidemiology	3
EPIB 650	Biostatistics I	3
HLSA 601	Introduction to Health Systems	3
HLTH 665	Health Behavior I	3
MIEH 600	Foundations of Environmental Health	3
HLTH 606	Foundations of Public Health Education	3
HLTH 670	Public Health Informatics & Communication	3
HLTH 710	Methods and Techniques of Research	3
HLTH 775	Health Education Program Planning & Evaluation	3
HLTH 780	Community Health	3
One (thesis option) or two (non-thesis option)	3-credit electives	6
HLTH 785	Internship in Public Health	3
 <i>Project Option</i>		
HLTH 786	Capstone Project in Public Health	3
-----OR-----		
<i>Thesis Option</i>		
HLTH 799	Thesis	3
XXXX XXX	Thesis-related elective	3

Total Credits: 42

- ___6. Consult the *MPH Internship Manual* and the *MPH Project and Thesis Guidelines* (available at <www.sph.umd.edu/dpch - look under the Graduate Link) to plan and complete the MPH Internship and Project capstone experience.

During Final Semester

- ___7. Apply for diploma (Online application at www.testudo.umd.edu). There is a specific deadline EARLY in the semester. Consult **DEADLINES FOR GRADUATE STUDENTS** at www.gradschool.umd.edu, look under General Information.
- ___8. Submit to the Graduate School the **APPROVED PROGRAM FOR THE MASTER OF [Public Health in Community Health Education]**. Again, there is a specific deadline early in the semester!
- ___9. Five working days before oral defense of project (10 working days for thesis), submit manuscript for review to Examining Committee and Graduate Studies Director.
- ___10. Schedule and post notice of project/thesis oral defense, 5 or 10 working days in advance, depending on option chosen (project or thesis). Email announcement to Graduate Studies Director for distribution to all graduate students and faculty.
- ___11. Defend the project or thesis and make changes if required. If the project option is chosen, please email an electronic copy of your presentation and your project to the Graduate Studies Director. If the thesis option is chosen, submit thesis electronically to the Registrar's Office.
- ___12. After the student has filled out and collected the required signatures, the student shall submit to the Graduate School either the **CERTIFICATION OF MASTER'S DEGREE WITHOUT THESIS** (for MPH project) or the **REPORT OF EXAMINING COMMITTEE** (for Thesis) authorizing final clearance to graduate.