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COLLEGE of
PUBLIC HEALTH
EAST TENNESSEE STATE UNIVERSITY

Graduate Health Professions Education **Master of Public Health**



2017-2018

Student Handbook

 *ETSU College of Public Health* 
Celebrating Over 50 Years of Public Health Education

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WELCOME FROM THE DEAN

On behalf of the faculty and staff of the College of Public Health, it is my pleasure to welcome you to the Master of Public Health program at East Tennessee State University.

There has never been a better, nor more important, time to study public health. The faculty of the College is committed to providing you a world-class education, with a focus on assuring that you acquire both the knowledge and the practical skills that you need to effectively enter the workplace, or to pursue further Public Health education.

Your education, of course, is a collaborative process. As a starting point, I suggest that you carefully review this Handbook, and understand its content. It provides detailed information on your opportunities and obligations regarding your Public Health education, and on our expectations of you. Additionally, I encourage you to be an active participant in the educational process. Interact with your faculty and your fellow students frequently and often. Ask questions and seek answers. It is undoubtedly true that the more you put into your education the more you will get out of it.

We all look forward to working with you to achieve the most from your educational experience.

Best wishes,

Randy Wykoff, MD, MPH & TM

Dean and Professor

USING THIS HANDBOOK

Welcome to the Master of Public Health program at East Tennessee State University! You are beginning a rewarding and challenging educational experience that is designed to prepare you for a bright future in promoting and protecting the public's health.

This MPH Student Handbook contains information needed to help make your progress through the program free of unexpected complications. If utilized regularly, it will assist you in understanding and applying the policies, procedures, and guidelines specific to your graduate professional program in the College of Public Health. The guidelines included herein supplement the East Tennessee State University [Graduate Catalog](#) policies and procedures, which continue to serve as your official sources of reference for all matters pertaining to your matriculation and graduation. However, neither the graduate catalog nor this handbook are substitutes for regular contact with your Academic Advisor.

Your successful matriculation through this program requires adherence to the policies, procedures, and regulations stipulated by the MPH program and the university. If you have any questions regarding these requirements or policies, please do not hesitate to contact your Academic Advisor or me at mphcoordinator@etsu.edu.

Your success is our passion!

Billy Brooks, DrPH

MPH Coordinator/ Graduate Student Success Specialist

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This handbook is reviewed and revised periodically. All approved revisions or updates made during an academic year will be posted to the College's website as soon as possible.

VISION AND MISSION

East Tennessee State University

Vision: *To become the best regional university in the country.*

Mission: *East Tennessee State University seeks to:*

- *Educate students to become responsible, enlightened, and productive citizens;*
- *Conduct scholarship that improves the human condition;*
- *Serve business, education, government, health care systems, and communities; and*
- *Enhance the cultural environment of the region.*

School of Graduate Studies

Mission: *The mission of the School of Graduate Studies is to foster post-baccalaureate programs of study and scholarship that are recognized for their excellence and contributions to society. The School of Graduate Studies will provide an environment that stimulates:*

- *Advanced understanding of the concepts, issues, and practice of a discipline;*
- *Independent thought and the ability to generate new knowledge;*
- *The ability to contribute significantly to the academic community, professions, and society; and*
- *Diversity among ideas, programs, and people.*

College of Public Health

Vision: *The ETSU College of Public Health is the school of choice for students who want an exceptional educational experience in a world-class environment.*

Mission:

- *To provide students a high quality educational experience focused on excellent teaching, research training, and practical skills to prepare them for a diverse and inter-professional workforce;*
- *To advance science through research focused on identifying causes of, and practical solutions to, important health challenges;*
- *To create an environment that is personally and professionally rewarding for faculty, staff, and students;*
- *To use our expertise to improve the health status of all people, including those in underserved communities through education, evidence-based advocacy, collaborative research, and partnerships.*

Master of Public Health Program

Mission: *The Master of Public Health program at East Tennessee State University prepares health professionals to promote health, protect well-being, prevent disease, and manage the health services of diverse populations.*

GOALS AND OBJECTIVES

The College of Public Health maintains several goals and objectives related to education, research, and service. A complete listing of the current Goals and Objectives for the College may be found at:

<http://www.etsu.edu/cph/about/vision.php>

ADMISSION REQUIREMENTS

For the current admission requirements and admission procedures, please visit http://www.etsu.edu/cph/academics/grad_apply.php.

MPH TIMETABLE

It is your responsibility to complete the requirements of your Program of Study, and file all appropriate forms, by the deadlines set by the School of Graduate Studies and the MPH Program. All forms involving your program matriculation must be signed by your *Academic Advisor* and returned to the *MPH Program Coordinator* for processing. Your *Academic Advisor* will ensure that a current permanent record of your academic progress is maintained in your department, along with completed copies of the filed forms. Required forms can be found in **Appendix B** of this Handbook and online at <http://www.etsu.edu/cph/oss/default.php>. Please use the following checklist to plan and monitor your program progression:

YOUR MPH PROGRAM PLANNING CHECKLIST

Requirement	Recommended Timeline	Completed	Important Notes
Admitted to MPH Program <input type="checkbox"/> Unconditional <input type="checkbox"/> Conditional	First Semester (Conditional)		Conditions to admission must be removed by end of the first semester of enrollment. File Change of Conditional Status form with <i>MPH Coordinator</i> .
If offered, formally accept Graduate Assistantship or Tuition Scholarship	Prior to First Semester		If offered a GA or TS, file Employment Application with Graduate School and GA/TS Appointment form with Department Chair prior to start of term.
Identify permanent Academic Advisor	Beginning of First Semester		Confirm or select your <i>Academic Advisor</i> by the end of the first semester of enrollment. Obtain the <i>Academic Advisor's</i> signature on Committee Appointment form and file with <i>MPH Coordinator</i> . Discuss program of study with your <i>Academic Advisor</i> .
Pass written Comprehensive Examination ("Comps")	Between Second and Third Semester		Students must complete all MPH core courses prior to taking the Comprehensive Exam. Students must take "Comps" before completing 25 credit hours. The <i>MPH Coordinator</i> submits results to the School of Graduate Studies.
Apply for Degree Candidacy	Between Second and Third Semester		Upon passing the "Comps", file an Application for Candidacy form with <i>MPH Coordinator</i> .
Submit Program of Study	Third Semester		After applying for Degree Candidacy, file the appropriate Program of Study form for your concentration with the <i>MPH Coordinator</i> . Submit the Application for Transfer of Graduate Credit , if needed.
Approve plan for Culminating Experience (Field Experience)	Third Semester		Complete the Application for Field Experience and meet with your <i>Academic Advisor</i> for signed approval and to do your field experience following advancement to Candidacy. NOTE: A second application is required if applying for the Alternate Field Experience .
Make final plans for graduation	Beginning of Fourth Semester		File an Intent to Graduate form with <i>School of Graduate Studies</i> by the 2 nd week of the semester in which you will graduate. File a Change in Program of Study form with the <i>MPH Coordinator</i> if any changes are made. Verify all necessary forms were submitted.
Complete Culminating (Field) Experience	Fourth Semester		The Field Experience is completed in the last semester. Make sure that you meet all requirements as stated in Graduate Field Experience Guidelines. The <i>Academic Advisor</i> files the Final Examination Report (Oral Report/Defense of Culminating Experience) with the <i>MPH Coordinator</i> .
Complete Exit Survey	Upon Graduation		Complete the Exit Survey through the <i>MPH Coordinator's</i> office.

MPH PROGRAM AND CURRICULA

The curriculum of the MPH program consists of four components: the MPH core, concentration courses, elective courses, and the culminating experience. Programs of Study for each concentration are attached in Appendix A.

THE MASTER OF PUBLIC HEALTH CORE

All students in all MPH concentrations complete a *core of public health courses* consisting of introductory subject matter from each of the five principal areas of public health practice. This common core is a typical feature of MPH programs worldwide, and establishes identification with the degree. It is based on nationally recognized core competencies in public health as established by the [Association of Schools and Programs of Public Health](#). As such, no substitutions for core courses are allowed, although up to 9 hours of course equivalencies from other Council on Education for Public Health (CEPH) accredited MPH programs may be transferred in.

Core Public Health Courses

Public Health Core		Credit Hours
HSMP 5020	Philosophy of Public Health	1
ENVH 5100	Environmental Health Practice I	3
COBH 5200	Social and Behavioral Foundations of Public Health	3
BSTA 5310	Biostatistics I	3
EPID 5400	Epidemiology I	3
HSMP 5500	Health Services Administration	3
<i>Core Credits</i>		16

Following successful completion of the Core Public Health Courses, students will be required to pass the MPH Comprehensive Examination (see page 10).

CONCENTRATIONS OFFERED IN THE MPH PROGRAM

There are five concentrations available in the College for which the MPH degree is awarded. **Biostatistics** is the concentration that utilizes quantitative methods to collect, manage, and analyze data about populations and their health. It provides instruction in various statistical tools, research methods, and analytical techniques. The concentration in **Community Health** prepares individuals to assess, plan, conduct, and evaluate public health programs using collaborative organizational and community skills. It provides education in the administration and evaluation of various population-based health intervention strategies. . The concentration in **Epidemiology** prepares practitioners who can collect and analyze appropriate data to monitor and track diseases, illness and injuries in a population or community. It provides training in the identification and impact of health problems on people and the effect of efforts to mitigate or eliminate them. The **Environmental Health** concentration prepares specialists who understand the interrelationships between the environment and human health and serve in positions in government, education, and industry to examine and ameliorate them. It provides training in appropriate technological, economic, policy interventions, monitoring and surveillance activities, and assessment and evaluation strategies. The **Health Services Administration** concentration prepares individuals for administrative positions in local, state, and federal health agencies and health service provider organizations. It provides training in the organization and delivery of health services, management theory, personnel management, planning, marketing, finance, program administration and evaluation, and health policy. The Program of Study for each concentration is located in **Appendix A**.

Concentration Courses and Culminating Experience

Biostatistics Concentration		Credit Hours
BSTA 5350	Biostatistics II	3
BSTA 5360	Clinical Research Design and Analysis	3
BSTA 5370	Categorical Data Analysis	3
BSTA 6170	Programming with Research Applications in Public Health	3
BSTA 5850	Public Health Program Field Experience	6
Electives	Selected in consultation with academic advisor	9
Total Credit Hours for MPH in Biostatistics (including core)		43

Community Health Concentration		Credit Hours
COBH 5110	Community Health Assessment Research	3
COBH 5120	Health Program Planning and Evaluation	3
COBH 5130	Consulting and Implementation of Health Programs & Services	3
COBH 5377	Health Communication	3
COBH 5850	Public Health Program Field Experience	6
Electives	Selected in consultation with academic advisor	9
Total Credit Hours for MPH in Community Health (including core)		43

Epidemiology Concentration		Credit Hours
EPID 5350	Biostatistics II	3
EPID 5405	Epidemiology II	3
EPID 5420	Epidemiology of Chronic Disease	3
EPID 5430	Epidemiology of Infectious Disease	3
EPID 5850	Public Health Program Field Experience	6
Electives	Selected in consultation with academic advisor	9
Total Credit Hours for MPH in Epidemiology (including core)		43

Health Service Administration Concentration		Credit Hours
HSMP 5505	Managing Health Care Organizations	3
HSMP 5525	Health Services Organization and Delivery	3
HSMP 5535	Health Policy, Politics and Analysis	3
HSMP 5550	Human Resource Management in Health Organizations	3
HSMP 5850	Public Health Program Field Experience	6
Electives	Selected in consultation with academic advisor	9
Total Credit Hours for MPH in Health Services Administration (including core)		43

Environmental Health Concentration		Credit Hours
ENVH 5357	Toxicology	3
ENVH 5640	Environmental Risk Assessment	4
ENVH 5860	Environmental Health Administration	3
ENVH 5870	Public Health Law	3
ENVH 5890	Environmental Planning	3
ENVH 5910	Seminar	1
ENVH 5989	Public Health Program Field Experience	4
Electives	Selected in consultation with academic advisor	6
Total Credit Hours for MPH in Environmental Health (including core)		43

Minimum and Maximum Semester Credit Hours

A full academic load for graduate students is 9 to 15 credit hours per semester. If you wish to take over 15 credit hours you must obtain the approval of your *Academic Advisor*, the MPH Program Coordinator, and the Dean of the School of Graduate Studies. Note that taking under the minimum 9 credits (6 credits in the summer) is considered less than full time and may jeopardize any financial assistance you receive from the university or your legal status as a student if you are on an international student visa.

Online Courses and Credits – Limited for International Students

Students may take both online and on-ground courses to complete the requirements of their program(s) of study. Domestic students are not limited in the number of online courses they may take. However, due to U.S. Homeland Security regulations, international students may take *only one online course in the first 9 credit hours of any semester*. After adding an additional on-ground course, the number of online courses for that semester is unrestricted.

STUDENT ADVISEMENT

NEW MPH STUDENT ORIENTATION

Before beginning classes in your first semester you will attend a new MPH student orientation. This session will introduce you to the program and reinforce the activities required for successful matriculation. Students are required to attend orientation or view it online.

YOUR ACADEMIC ADVISOR

Upon admission to the MPH program you will be assigned an *Academic Advisor* in your identified area of concentration. Your Academic Advisor will assist you as you prepare your professional program of study and meet appropriate program policies and university deadlines throughout your matriculation. **Before the end of the first semester you must file a [Committee Appointment form](#) with the MPH Coordinator.** It is not necessary to select a full advisory committee; rather, a single *Academic Advisor* from your concentration will be sufficient for advisement purposes.

If you need to change your advisor or make changes in the composition of your Advisory Committee for any reason, you must file a [Change of Committee](#) form. Such changes require signatures of the out-going and incoming member(s), the Advisory Committee Chair, the Department Chair, the MPH Coordinator, and the approval of the Dean of Graduate Studies.

Although your *Academic Advisor* will help guide your academic progress, including identification and oversight of your culminating experience, **you are solely responsible** for seeing that appropriate requirements are met and deadlines are adhered to. To help do this, **familiarize yourself with this Handbook and seek clarification whenever you are unsure.**

MPH STUDENT SUCCESS SPECIALIST

The student success specialist is a great resource for both current and prospective MPH students in need of assistance navigating the program from admission to graduation. The specialist serves as liaison between students, faculty, and staff within the College of Public Health, the School of Graduate Studies and across ETSU campus.

Scheduling Your MPH Core Courses

Plan to complete all of your MPH core courses within the first two semesters of enrollment, if possible. This will make you eligible to take the Core Comprehensive Exam (“Comps”) in the first offering

following your first year. The College of Public Health will make every effort to schedule MPH core classes to enable students to finish their program of study and take the comprehensive examination in a timely fashion. As much as possible, MPH core courses will be scheduled to minimize conflicts with other course requirements and at times accessible for most students. Check the course schedule and meet regularly with your advisor to plan your course of study and prepare for the exam.

YOU MUST SUCCESSFULLY COMPLETE THE CORE COMPREHENSIVE EXAM NO LATER THAN TWENTY-FIVE (25) SEMESTER HOURS AFTER YOUR INITIAL ENROLLMENT IN THE PROGRAM.

MPH COMPREHENSIVE EXAMINATION

THE COMPREHENSIVE EXAM (“COMPS”): EVALUATING PUBLIC HEALTH COMPETENCE

All students enrolled in the MPH program are required to take a written comprehensive examination composed of five component tests reflecting standardized public health competencies and the public health core content of the program. Passing this exam allows you to file for *Candidacy* for the MPH degree and to be eligible to participate in the culminating experience **after** your coursework is completed. To be eligible to write the exam you must have successfully completed all of the courses included in the Public Health Core: Philosophy of Public Health, Environmental Health Practice, Social and Behavioral Foundations of Public Health, Principles of Biostatistics, Principles of Epidemiology, and Health Services Administration. You must take the examination at the first available date following the completion of your core courses.

The online comprehensive exam is proctored by the MPH Coordinator or designated person from the College and is offered during the spring and fall semesters and in the summer depending on need. Exam dates will be published by the MPH Coordinator in the semester prior to the semester in which the Exam will be given.

A study guide will be made available to assist in your preparation for the exam 30 days prior to exam date. The results of your exam will be communicated within four weeks after the test date via email (ETSU student account).

FAILING THE COMPREHENSIVE EXAM

Any section of the exam that is failed may be retaken *a second time* on the next scheduled exam date. **If any section of the test is failed two times, the student will be required to re-take and pass (B or better grade) the core course(s) for the section(s) failed. The student will then be required to re-take the failed section(s) at the next available exam offering. Failure to re-take and pass the core course, or failure of any section of the exam on this third attempt, will result in dismissal from the MPH program.**

INTEGRITY IN TAKING THE COMPREHENSIVE EXAM

Academic and personal integrity are expected of each student who takes the exam. Any student suspected of cheating during the exam will be removed at once from the testing area and will not be allowed to continue the examination. If subsequent evidence demonstrates or verifies that a student has cheated in any fashion, that student will receive a failing grade for the entire exam, and will not be allowed to retake any portion of it. In addition, he or she will be immediately dismissed from the program.

GRADUATE CERTIFICATE PROGRAMS

In addition to the MPH programs of study in the concentrations listed above, separate Graduate Certificates are also available. Students may obtain certificates in Biostatistics, Epidemiology, Gerontology, Health Care Management, and Rural Health. For information on these Graduate Certificates, including application requirements, see the College of Public Health website at <http://www.etsu.edu/cph/academics/certificates/default.aspx>.

Many students find it useful to complement their MPH degree with a Graduate Certificate in another concentration. In order to take full advantage of these programs of study, you should enroll in the Certificate and the MPH program concurrently. You are limited to 9 credits of transferable coursework (see your advisor for limited exceptions in certain Certificate programs). Students who begin their graduate work by taking a Graduate Certificate may transfer the credits with a “B” or better average into any MPH concentration, but students who have begun work on their MPH degree may not transfer credits into a Certificate in the same concentration as the degree.

MPH CORE COMPETENCIES

Version 2.3

Associated Schools of Public Health

- Identify main components and issues of the organization, financing and delivery of public health and health care systems in the U.S.
- Identify key principles of quality improvement in health services settings.
- Describe and apply the epidemiologic principles and methods for identifying the distribution and determinants of disease in human populations.
- Explain the findings of descriptive and analytic epidemiologic results to both professional and lay audiences.
- Describe and apply the descriptive and inferential biostatistical methods used for different types of study designs and research questions.
- Explain the results, including limitations, of statistical significance testing for different types of public health analyses.
- Identify basic theories, concepts and models from a range of social and behavioral disciplines that are used in public health research and practice.
- Identify common chemical, biological and physical hazards and suggest evidence based methods for assessing the risks to humans from those hazards.
- Propose measurement and mitigation strategies for chemical, biological and physical hazards in environmental health settings.
- Communicate public health information and issues using appropriate channels and technologies.
- Demonstrate cultural sensitivity, initiative and leadership skills for building teams.
- Demonstrate ethical choices, values and professional practices implicit in public health decisions.
- Apply principles of program planning, budgeting, management and evaluation to address priority health problems.
- Explain the role of different systems (e.g. individuals, social networks, organizations, communities) in the analysis of public health problems.

MPH CONCENTRATION COMPETENCIES

Biostatistics Concentration Competencies

- Discuss and explain the theory and use of advanced statistical techniques with an emphasis on multivariate regression methods.
- Use common statistical software programs for advanced statistical analysis and interpretation of public health datasets.
- Describe how different biostatistical methods can evaluate similar datasets and public health problems and discuss the strengths and weaknesses of the different approaches.
- Discuss the unique study design and analytic methods used for human clinical trials research.
- Apply and interpret the data analysis of human clinical trials research with an emphasis on time-series methods and advanced survival analytic techniques.
- Discuss and explain important ethical and oversight considerations for conducting human research, including compliance with Institutional Review Board and personal privacy laws.
- Demonstrate an understanding of the theoretical basis for probability, estimation, and testing used in statistical methods.
- Demonstrate an understanding of the theoretical basis for some advanced statistical methods, including analysis of variance, regression, and distribution-free methods.
- Use information technology to access, evaluate, and interpret public health data.
- Apply evidence-based principles and scientific knowledge base to critical evaluation and decision-making in public health.

Community Health Competencies

- Apply selected qualitative and quantitative assessment methods to identify community concerns, needs, assets, resources, and deficits.
- Use appropriate evidence-based methods and models to assess, plan, implement and evaluate individual and community health needs and interventions.
- Apply ethical and social justice principles when identifying and addressing individual and community needs.
- Employ principles of community-based participatory research.
- Demonstrate effective written and oral skills for communicating with diverse audiences in the context of professional public health activities.
- Apply ethically sound, effective consulting principles to community-based and organizational settings.
- Employ team building, negotiation, and conflict management skills in building and maintaining community partnerships.
- Identify and address health literacy needs in culturally appropriate ways.
- Demonstrate principles of community engagement and empowerment in community-based activities.
- Apply theory and strategy-based communication and advocacy principles across different settings and with diverse audiences, regarding the diverse cultural values and traditions of the populations served.

Environmental Health Concentration Competencies

- Effectively communicate environmental health concepts to the public and other interested parties.
- Apply and analyze research data using epidemiological, statistical and graphical methods.
- Identify the role of environmental programs in community environmental health management.
- Identify common technical, management and social issues that govern the operation of environmental health programs.
- Conduct a thorough literature review in support of environmental health research.
- Properly cite and reference peer-reviewed literature in research.
- Analyze the effects of political, social and economic policies on public health systems at the local, state, national and international levels.

Epidemiology Competencies

- Discuss and explain the theory and use of advanced statistical techniques with emphasis on multivariate regression methods.
- Use common statistical software programs for advanced statistical analysis and interpretation of public health datasets.
- Discuss and explain important ethical and oversight considerations for conducting human research, including compliance with regulations as reflected by Institutional Review Boards (IRB) and personal privacy issues.
- Describe the main characteristics, theoretical basis, appropriate use, weaknesses and strengths of different experimental and observational epidemiologic study designs.
- Apply advanced epidemiologic methods to data analysis and interpretation, including a discussion of strengths and limitations.
- Discuss in detail the causal inference process, including strengths and weaknesses.
- Apply the methods of epidemiology to the evaluation, prevention, and control of chronic diseases of major public health importance in the United States.
- Discuss public health features of chronic diseases within a historical and contemporary context.
- Apply the methods of epidemiology to the evaluation, prevention, and control of infectious diseases of major public health importance.
- Discuss unique public health features of infectious diseases within both a historical and contemporary context.
- Apply biological principles to development and implementation of disease prevention and control.
- Use information technology to access, evaluate, and interpret public health data.
- Apply evidence-based principles and scientific knowledge to critical evaluation and decision-making in public health.

Health Services Administration Competencies

- Discuss the main issues of the organization, financing and delivery of health services in the U.S.
- Apply legal and ethical principles to issues of health services management and policy analysis.
- Analyze health policy, including policy formulation, implementation and evaluation.
- Apply principles of strategic planning and marketing in health services organizations.
- Apply quality and performance improvement concepts to address organizational performance.
- Demonstrate written and oral skills for communicating health policy and management issues with different audiences.
- Demonstrate leadership skills for building relations and alliances.
- Apply principles of human resources management in public health and health services organizations.
- Recognize basic principles of accounting and financial management in public health and health services organizations.
- Analyze the governance and management structures of health services organizations.

THE CULMINATING (FIELD) EXPERIENCE

All graduate students in the MPH Program are required to complete a Culminating Field Experience, in accordance with the requirements of their chosen concentration and professional or academic goals. Consider your choice of a field experience carefully, involving your *Academic Advisor* and the *Field Internship Coordinator* in the process. As the name implies, the *Culminating Experience* comes at the end of your program. You must have passed the complete core comprehensive examination, have advanced to candidacy, and completed all required concentration coursework before becoming eligible to begin the culminating experience unless otherwise agreed upon with your advisor.

The MPH degree has historically provided professional preparation for those who will practice in a public health setting. As such, the field experience, or practicum, has always played an important role in integrating classroom instruction with real-life experience in most public health educational programs. The Field Experience provides up to 6 graduate hours of credit and on-the-job training. In a **minimum of 300 contact hours** it provides an opportunity to assess how public health theory is being used in the practice setting and what skills and competencies are required to prepare for a career in the field.

MPH students with at least 4 years of full-time public health practice experience may be eligible to substitute part of the contact hours with additional learning activities that build on their past public health experience. Please contact the MPH Coordinator for more information.

Your *Academic Advisor* and the *Field Internship Coordinator* will assist you with arrangements for the practicum. A current contract between the ETSU College of Public Health and the hosting organization must be in place before the field placement can begin. See your advisor for a list of organizations with which current contracts are available and for a copy of the **MPH Field Experience Guidelines**.

Applications Deadlines are as follows:

Second Friday in March for following fall semester;
Second Friday in October for following spring semester;
Second Friday in February for following summer

REPORTING AND DEFENDING THE CULMINATING EXPERIENCE

All MPH students are required to give written and oral reports of their culminating experience. The defense of the culminating experience is a formal gathering at which the MPH candidate presents and defends his/her field experience to the Academic Advisor, other guests or members of the University community, peers, members of the community, and preceptors. The date of the presentation will be determined by your *Academic Advisor* in coordination with the Dean's office and the MPH Coordinator.

NOTE: Online/Distance MPH students who are completing their field experience are required to give a final presentation using video-conferencing (Skype, WebEx, etc.).

A [Report of the Final Examination](#) must be filed by the *Academic Advisor* with the *MPH Coordinator*.

GRADUATION

Candidates for the MPH degree will have completed all the requirements pertaining to the degree and the University as stipulated in the Graduate Catalog and explained in this Handbook. It is important to be aware of deadlines for submission of forms and products of the culminating experience. **Missed deadlines usually translate into delayed graduation.** Keep in touch with your Academic Advisor on a regular basis - it would not hurt to meet once or twice a semester. Keep your own checklist of requirements as you matriculate, and record your progress. In the semester before you graduate, introduce yourself to the Graduation Specialist in the School of Graduate Studies. Keep your GPA at 3.0 or above. You will not be allowed to graduate with anything lower. Unless you completed all the requirements for graduation in the previous semester, you must be enrolled in the semester in which you graduate. This can be facilitated by simply signing up for the one credit placeholder course, PUBH 5990 Readings and Research. Finally, make plans to procure the appropriate graduation regalia for the ceremony and invite family and friends to share in the joy of your accomplishment.

OTHER POLICIES AND PROCEDURES

CLASS ATTENDANCE AND PARTICIPATION

Class attendance has a high correlation with academic success. It is expected that students will make every reasonable effort to *attend* all class meetings and *participate* regularly in the learning activities of each course, providing the course instructor with a reason for any absence. For online students this includes timely completion of all class assignments and full participation in required personal or group communication. Failure to attend class regularly or to participate fully in course activities can negatively affect students' evaluations in a course, their final course grades and, subsequently, financial aid.

In keeping with University policy, students may not *enroll* in a course after the late add date coinciding with the University census (approximately two weeks into the semester) without the approval of the Course Instructor, the Department Chair, and the Dean of the College. In addition, any absence by a regularly enrolled student of more than two weeks must be approved by the Instructor. Failure to obtain this approval may affect the student's grade in the course.

In order to reduce disruption of instruction, students who attend class meetings late may be barred from entry into the classroom at the instructor's prerogative.

Due to the special considerations and needs of a given course, an instructor may have an individual attendance policy that is stricter than the Program policy. If so, this policy shall be stated in the course syllabus and made available to students.

The University policy regarding class attendance can be found at:

[http://catalog.etsu.edu/content.php?catoid=6&navoid=171#Class Attendance Policy](http://catalog.etsu.edu/content.php?catoid=6&navoid=171#Class_Attendance_Policy)

ASSISTANTSHIPS AND OTHER FINANCIAL AID

The College of Public Health has a limited number of positions to support graduate studies. Many MPH students successfully obtain a *Graduate Assistantship (GA)* or a *Tuition Scholarship (TS)* in other departments across campus. More information can be found online at the [Graduate Studies website for Assistantships and Scholarships](#). If you are awarded either of these stipends, be sure to familiarize yourself with the related requirements and obligations as stated in the online [GA and TS Handbook](#). All international students who receive a GA or TS must take an Oral Proficiency Interview (OPI) upon their arrival at ETSU.

CANCELLATION OF CLASSES DUE TO INCLEMENT WEATHER

Notification of cancellation of classes for the ETSU campus due to extremely hazardous weather conditions will be aired over WETS 89.5 FM and other area radio stations on the day of cancellation. Often, instructors will post such announcements on the *Desire2Learn* instructional system, as well.

ONLINE CLASSES AND THE *Desire2Learn*® COMPUTER-ASSISTED INSTRUCTIONAL DELIVERY SYSTEM

Desire2Learn is a system that allows for courses to be taught online either exclusively or in conjunction with traditional classroom instruction. It allows instructors to post assignments, give tests, post grades, and make additional course material available—all in a user friendly computer-assisted instructional interface. It also allows students to retrieve their assignments, submit their work, take tests, view their grades, and communicate with the instructor(s) and classmates. In order to access the benefits of this system, students must use their university Goldmail accounts. For more information about learning online at ETSU, see the [D2L support website](#).

GRADING SYSTEM

Letter grades are assigned for graduate credit. Students will not be granted credit for grades of less than “C”. The letter grades of “S” (satisfactory) and “U” (unsatisfactory) are given for Readings and Research,. A grade of “S” carries graduate credit and “U” means no credit earned. “SP” (satisfactory progress) indicates progress toward project or research completion, but carries no credit. This grade does not affect the student’s GPA. Students who receive a “SP” must, in subsequent semesters (including summer), enroll in additional hours of Readings and Research until the requirements are completed, at which time, all “SP’s” will convert to “S’s”. A second “U” grade earned in Readings and Research would be equivalent to an “F” grade and the student would be removed from the program. A grade of “I” (incomplete) indicates that a student was passing the course at the end of the semester, but due to circumstances beyond the student’s control, was unable to complete the course requirement. It also indicates that the student has received consent from the instructor to complete the work for which an “I” is assigned. The “I” grade cannot be used to allow a student to do additional work to raise a deficient grade or to repeat a course. An “I” grade must be removed *no later than one calendar year* from the time the grade is awarded. Time extension requests for removal of “I” grades must be submitted to and approved by the dean of the School of Graduate Studies before the allotted time expires. An “I” grade not removed under the guidelines noted above will be converted to an “F”. Grades given in the School of Graduate Studies carry the following meaning and quality points:

Grade	Meaning	Quality Points per Hour
A	Clear Excellence	4.0
A-		3.7
B+		3.3
B	Satisfactory Performance	3.0
B-		2.7
C+		2.3
C	Minimum Passing Grade	2.0
F	Failed	0
S	Satisfactory	0
U	Unsatisfactory	0
W	Withdrawal	0
WF	Withdrawal Failing	0
AU	Audit	0
I	Incomplete	0

To remain in good standing, a graduate student must maintain an overall grade point average of 3.0 or better. All graduate course grades earned at East Tennessee State University by a student will be used in computing the grade point average. An overall average of 3.0 is required for graduation.

OFFICE HOURS OF FACULTY

Faculty members welcome the opportunity to confer with students. Faculty typically posts their office hours to assure availability and to assist in arranging meeting times. Although most faculty members post their office hours or state them in their course syllabi, it is still a good idea to call or email to schedule an appointment. This will help ensure the meeting is at a time that is mutually convenient.

RESOLVING ACADEMIC CONCERNS

All students at this University have the right to appeal a final course grade. The process to be followed is detailed under "[Grade Appeal Process](#)" on the School of Graduates Studies website. Many issues, however, may be resolved with the assistance of the *Academic Advisor* or the Department Chair.

A *grievance* not related to a final course grade should be made by the aggrieved student directly to the faculty member(s) involved as a first course of action. If the student is not satisfied with the outcome, the next step is to present the grievance in writing to the *Petitions Committee*. If unsatisfied, present the grievance in writing to the Chair of the Department of the students' concentration. The next appeal shall be directed to the Associate Dean for Academic Affairs of the College of Public Health. The final appeal shall be directed to the Vice President for Health Affairs, who has the final administrative decision making authority for this division.

ACADEMIC MISCONDUCT

Not only in this program, but in your entire University experience, you are expected to practice the highest standards of academic integrity. Plagiarism, cheating, fabrication, and other forms of academic dishonesty are prohibited. *Plagiarism* is using, borrowing, or stealing someone else's words or ideas without giving proper credit to the source or claiming them as your own. This includes copying definitions and sentences from textbooks, periodicals, other student's papers, the internet, or any other resource. *Cheating* occurs in many forms, including the use of unauthorized materials, information, or study aids on assignments or tests. It also includes collaborating with others on exercises not designated as group assignments. *Fabrication* involves the intentional and unauthorized falsification or invention of any information or citation in an academic exercise. Committing any of these acts, or helping others to do so, will result in disciplinary sanctions including loss of credit for an assignment, failing the course, or removal from the program. For a full description of the university policy on Academic Misconduct, including details of possible sanctions, consult the section on [Academic Misconduct](#) in the ETSU graduate catalog. Please also refer to the [ETSU Honor Code](#).

OTHER UNIVERSITY POLICIES

Other important policies are found on the School of Graduate Studies [Policies and Procedures](#) web page.

COLLEGE AND UNIVERSITY RESOURCES AND SERVICES

PROFESSIONAL ORGANIZATIONS AND ASSOCIATIONS

Your academic, professional and social experience at ETSU will be enriched by involvement in professional organizations and associations. See Appendix C for more information regarding those opportunities.

BOOKSTORES

The University Bookstore and Neebo carry a supply of new and used textbooks, paperbacks, gift items, school and office supplies, art and engineering supplies, stationary and greeting cards, health and beauty aids, and computer supplies. The University Bookstore is located on the middle level of the D.P. Culp University Center and is open Monday-Friday 7:45 am – 4:30 pm., phone 423- 439-4436.

CAREER PLACEMENT AND INTERNSHIP SERVICES

The Office of Career Placement and Internship Services, Third Floor, D.P. Culp University Center, can help by providing: 1) job placement opportunities for full-time, part-time, and summer employment; 2) cooperative education; 3) an occupational and employment information library for information on career opportunities including data on specific area employers; 4) workshops and seminars on career planning, resume writing, interview techniques, and job-hunting skills; 5) computer-assisted job matching and resume design; and 6) national employment trends and salary information. Call 423-439-4441 for more information.

COUNSELING CENTER

The Counseling Center provides the following career services: 1) individualized counseling; 2) printed instruments to help students assess their interests, values, abilities, and personality traits as a means of choosing a career well suited for them; 3) a user-friendly computerized career guidance program to give information about work in specific occupation, trends in the job market, likes and dislikes of worker, beginning salaries, future opportunities, and related fields; 4) lists of professionals in the area willing to discuss the opportunities in their field of study. Faculty advisors may discuss opportunities in their field of study. The Counseling Center is located in Room 340, D.P. Culp University Center. Call 423-439-4841 for more information or to make an appointment.

CENTER FOR ADULT PROGRAMS AND SERVICES (CAPS)

The Center for Adult Programs and Services provides academic and support services designed especially for adult and re-entry students. Special adult orientation programs for entering students are held before the beginning of each semester. A series of seminars on topics such as career planning and time management are scheduled periodically throughout the year. CAPS is located on the middle level of the D.P. Culp University Center, phone 423-439-5641.

STUDENT HEALTH CLINICS

The *Student Health Clinic*, located in the lower level of Roy S. Nicks Hall, is open Monday-Friday, 8 a.m. – 4:30 p.m. The professional staff of the clinic includes a physician, nurse practitioner, registered nurses, and a health educator.

Dental Hygiene Clinic, located in room 71 or Lamb Hall, provides services to all persons eligible for treatment. Appointments may be made by contacting the clinic receptionist, 423-439-4482.

Speech and Hearing Clinic, located in room 204 of Lamb Hall, offers professional services to faculty, students, and the general public in the areas of speech and hearing. Call for an appointment, 423-439-4272.

COMPUTER RESOURCES

Computer resources at East Tennessee State University are available to authorized students, faculty, staff, and off-campus constituents. All students receive an e-mail account when they are admitted into the program. This account allows access to many computer resources on campus, as well as *Desire2Learn* Instructional system. Help is provided for students who experience computer problems in the following venues: *by visiting the online website [Student Information Technology Help Desk](#); by calling off-campus 423- 439-5648; by calling on-campus 3-4OIT (3-4648); or by emailing oithelp@etsu.edu.*

DISABILITY SERVICES

Student Procedures for Special Services (ADA)

East Tennessee State University is committed to the goal of integrating students with disabilities into the campus community to the fullest extent possible. Services include arrangements for access, accommodations, and instruction and provision of a variety of support services designed to enable the student to take full advantage of the University's programs. Any student who has a special need as a result of a disability must contact Disability Services, D.P. Culp University Center; phone 423-439-8346. Special assistance in courses and with campus services can be arranged only if the student has made his or her needs known in this manner. The student should also discuss any specific needs with instructors at the beginning of the semester. Every effort will be made to provide appropriate accommodations. Students preferring to participate in class without accommodations are advised to inform the course director of the specific nature of the disability at the beginning of the semester and/or clerkship in the event that accommodations are needed as the semester progresses.

INTERNATIONAL PROGRAMS

Assistance is available to meet the special needs of international students in the Office of International Programs and Services. The international student advisor acts as a liaison between the university, the local community, the international student organization, and selected community agencies. The advisor for international programs is located on campus at 100 Yoakley Hall. Additional information can be found online at the [Office of International Programs and Services](#) website.

UNIVERSITY LIBRARIES

The *Sherrod Library* with seating capacity of 1,200 students is the central library of the university containing the major learning resources that support the university's program of teaching and research. The collection of the library include over one-half million volumes, more than one million microforms, 3,400 current periodical subscriptions, a large collection of federal and state documents, a map section, archives, and a special collection. Call Sherrod Library for hours, 423-439-5308. Additional information can be found at the [University Libraries](#) website.

The Instruction Media Center, Room 209 Warf-Pickel Hall, contains videotapes, films, filmstrips, audio recordings, state-adopted education textbooks, courses of study, and curriculum materials.

The *ETSU/UT at Kingsport Library* branch has a collection of over 25,000 volumes and maintains subscriptions to over 200 periodicals. For more information call, 423-392-8011.

The *Medical Library* is located on the Veterans Affairs Medical Center campus at the corner of Magnolia and Maple Street. The Medical Library and the Biomedical Communications section form the Department of Learning Resources and work together to serve the health science information needs of northeast Tennessee. A wide range of networked CD-ROM databases are also available in the libraries.

PUBLIC SAFETY

The Department of Public Safety is located at the entrance of the University on University Parkway and has personnel on duty 24 hours a day for assistance. The telephone number is 423-439-4480 (or Dial 9-4480 or 9-911 from an on-campus landline) *for emergencies*. The telephone number for the administrative offices is 423-439-6900. Additional information can be found online at the [Department of Public Safety](#) website.

TRANSPORTATION SYSTEM

The university operates a free shuttle system for students, faculty, staff, and visitors, linking parking lots on the perimeter of the campus with main academic and administrative buildings. Operation hours are scheduled during peak class periods as well as in conjunction with selected major campus events. Schedule, route, and other details are available at various locations on campus including the Office of Student Affairs located on the upper level of the D.P. Culp University Center; phone 423-439-4210.

Public transportation on Johnson City Transit buses is provided free of charge for ETSU students and faculty presenting their school identification cards. See the [Johnson City Transit](#) website for details and maps of the areas served.

VETERANS AFFAIRS

The Office of Veterans Affairs responds to the needs, problems, and questions of students eligible for educational assistance benefits under all chapters of the G.I. Bill, Title 38, United States Code. The Office of Veterans Affairs is located in room 101 of Burgin E. Dossett Hall, phone 423-439-6819.

APPENDICES

- ❖ Appendix A: Programs of Study
- ❖ Appendix B: Important Program Forms
- ❖ Appendix C: Student Organizations

Appendix A

PROGRAMS OF STUDY

- Biostatistics concentration
- Community Health concentration
- Environmental Health concentration
- Epidemiology concentration
- Health Services Administration concentration

**EAST TENNESSEE STATE UNIVERSITY
COLLEGE OF PUBLIC HEALTH
Department of Biostatistics and Epidemiology
Master of Public Health
BIostatistics Concentration**

Office Use Only
Input on Banner: _____
Initials: _____

Student's Name (please type or print) _____

Student Number _____

Catalog of Record _____

(Please type or print)

Course ID Number	Course Title	Grade	Credit Hours	Semester Completed or to be Completed	Transfer Credit *	Substitute For Course #	Office Use Only
MPH Core							
HSMP 5020	Philosophy of Public Health		1				
ENVH 5100	Environmental Health Practice I		3				
COBH 5200	Social and Behavioral Foundations of Public Health		3				
BSTA 5310	Biostatistics I		3				
EPID 5400	Epidemiology I		3				
HSMP 5500	Health Services Administration		3				
	<i>Total Core Credits</i>		16				
Concentration							
BSTA 5350	Biostatistics II		3				
BSTA 5360	Clinical Research: Design and Analysis		3				
BSTA 6170	SAS Programming with Research Applications		3				
BSTA 5370	Categorical Data Analysis		3				
	<i>Total Concentration Credits</i>		12				
Culminating Experience							
BSTA 5850	Public Health Program Field Experience		6				
	<i>Total Culminating Credits</i>		6				
Electives							
	<i>Total Elective Credits</i>		9				
Total Credit Hours Required for MPH			43				

*** Non-ETSU transfer credit must be approved before it can be shown on the program of study.**

Student's Signature: _____

Date: _____

Approved: _____
Program Advisor or Advisory Committee Chair

Date: _____

Approved: _____
Graduate Program Coordinator

Date: _____

Approved: _____
School of Graduate Studies

Date: _____

Approved: _____
School of Graduate Studies

Date: _____

**EAST TENNESSEE STATE UNIVERSITY
COLLEGE OF PUBLIC HEALTH
Department of Community and Behavioral Health
Master of Public Health
COMMUNITY HEALTH CONCENTRATION**

Office Use Only
Input on Banner: _____
Initials: _____

Student's Name (please type or print) _____

Student Number
(Please type or print)

Catalog of Record

Course ID Number	Course Title	Grade	Credit Hours	Semester Completed or to be Completed	Transfer Credit *	Substitute For Course #	Office Use Only
MPH Core							
HSMP 5020	Philosophy of Public Health		1				
ENVH 5100	Environmental Health Practice I		3				
COBH 5200	Social and Behavioral Foundations of Public Health		3				
BSTA 5310	Biostatistics I		3				
EPID 5400	Epidemiology I		3				
HSMP 5500	Health Services Administration		3				
	<i>Total Core Credits</i>		16				
Concentration							
COBH 5110	Community Health Assessment Research		3				
COBH 5120 (or COBH 5125)	Health Program Planning and Evaluation (or Rural Health Research and Practice)		3				
COBH 5130 (or COBH 5135)	Consulting and Implementation of Health Programs and Services (or Rural Health Projects)		3				
COBH 5377	Health Communication		3				
	<i>Total Concentration Credits</i>		12				
Culminating Experience							
COBH 5850	Public Health Program Field Experience		6				
	<i>Total Culminating Credits</i>		6				
Electives							
	<i>Total Elective Credits</i>		9				
Total Credit Hours Required for MPH			43				

* Non-ETSU transfer credit must be approved before it can be shown on the program of study.

Student's Signature: _____ Date: _____

Approved: _____ Date: _____
Program Advisor or Advisory Committee Chair

Approved: _____ Date: _____
Graduate Program Coordinator

Approved: _____ Date: _____
School of Graduate Studies

Approved: _____ Date: _____
School of Graduate Studies

**EAST TENNESSEE STATE UNIVERSITY
COLLEGE OF PUBLIC HEALTH
Department of Biostatistics and Epidemiology
Master of Public Health
EPIDEMIOLOGY CONCENTRATION**

Office Use Only
Input on Banner: _____
Initials: _____

Student's Name (please type or print)
Student Number
Catalog of Record

(Please type or print)

Course ID Number	Course Title	Grade	Credit Hours	Semester Completed or to be Completed	Transfer Credit*	Substitute For Course #	Office Use Only
MPH Core							
HSMP 5020	Philosophy of Public Health		1				
ENVH 5100	Environmental Health Practice I		3				
COBH 5200	Social and Behavioral Foundations of Public Health		3				
BSTA 5310	Biostatistics I		3				
EPID 5400	Epidemiology I		3				
HSMP 5500	Health Services Administration		3				
	<i>Total Core Credits</i>		16				
Concentration							
BSTA 5350	Biostatistics II		3				
EPID 5405	Epidemiology II		3				
EPID 5420	Epidemiology of Chronic Disease		3				
EPID 5430	Epidemiology of Infectious Disease		3				
	<i>Total Concentration Credits</i>		12				
Culminating Experience							
EPID 5850	Public Health Program Field Experience		6				
	<i>Total Culminating Credits</i>		6				
Electives							
	<i>Total Elective Credits</i>		9				
Total Credit Hours Required for MPH			43				

* Non-ETSU transfer credit must be approved before it can be shown on the program of study.

Student's Signature: _____ Date: _____

Approved: _____ Date: _____
Program Advisor or Advisory Committee Chair

Approved: _____ Date: _____
Graduate Program Coordinator

Approved: _____ Date: _____
School of Graduate Studies

Approved: _____ Date: _____
School of Graduate Studies

**EAST TENNESSEE STATE UNIVERSITY
COLLEGE OF PUBLIC HEALTH
Department of Environmental Health
Master of Public Health
ENVIRONMENTAL HEALTH CONCENTRATION**

Office Use Only
Input on Banner: _____
Initials: _____

Student's Name (please type or print) _____

Student Number _____

Catalog of Record _____

(Please type or print)

Course ID Number	Course Title	Grade	Credit Hours	Semester Completed or to be Completed	Transfer Credit *	Substitute For Course #	Office Use Only
MPH Core							
HSMP 5020	Philosophy of Public Health		1				
ENVH 5100	Environmental Health Practice I		3				
COBH 5200	Social and Behavioral Foundations of Public Health		3				
BSTA 5310	Biostatistics I		3				
EPID 5400	Epidemiology I		3				
HSMP 5500	Health Services Administration		3				
	<i>Total Core Credits</i>		16				
Concentration							
ENVH 5357	Toxicology		3				
ENVH 5640	Environmental Risk Assessment		4				
ENVH 5860	Environmental Health Administration		3				
ENVH 5870	Public Health Law		3				
ENVH 5890	Environmental Planning		3				
ENVH 5910	Seminar		1				
	<i>Total Concentration Credits</i>		17				
Culminating Experience							
ENVH 5850	Public Health Program Field Experience		4				
	<i>Total Culminating Credits</i>		4				
Electives							
	<i>Total Elective Credits</i>		6				
Total Credit Hours Required for MPH			43				

* Non-ETSU transfer credit must be approved before it can be shown on the program of study.

Student's Signature: _____ Date: _____

Approved: _____ Date: _____
Program Advisor or Advisory Committee Chair

Approved: _____ Date: _____
Graduate Program Coordinator

Approved: _____ Date: _____
School of Graduate Studies

Approved: _____ Date: _____
School of Graduate Studies

**EAST TENNESSEE STATE UNIVERSITY
COLLEGE OF PUBLIC HEALTH
Department of Health Services Management and Policy
HEALTH SERVICES ADMINISTRATION CONCENTRATION**

Office Use Only
Input on Banner: _____
Initials: _____

Student's Name (please type or print) _____

Student Number _____

Catalog of Record _____

(Please type or print)

Course ID Number	Course Title	Grade	Credit Hours	Semester Completed or to be Completed	Transfer Credit *	Substitute For Course #	Office Use Only
MPH Core							
HSMP 5020	Philosophy of Public Health		1				
ENVH 5100	Environmental Health Practice I		3				
COBH 5200	Social and Behavioral Foundations of Public Health		3				
BSTA 5310	Biostatistics I		3				
EPID 5400	Epidemiology I		3				
HSMP 5500	Health Services Administration		3				
	<i>Total Core Credits</i>		<i>16</i>				
Concentration							
HSMP 5505	Managing Health Care Organizations		3				
HSMP 5525	Health Services Organization and Delivery		3				
HSMP 5535	Health Policy, Politics, and Analysis		3				
HSMP 5550	Human Resource Management in Health Organizations		3				
	<i>Total Concentration Credits</i>		<i>12</i>				
Culminating Experience							
HSMP 5850	Public Health Program Field Experience		6				
	<i>Total Culminating Credits</i>		<i>6</i>				
Electives							
	<i>Total Elective Credits</i>		<i>9</i>				
Total Credit Hours Required for MPH			43				

* Non-ETSU transfer credit must be approved before it can be shown on the program of study.

Student's Signature: _____ Date: _____

Approved: _____ Date: _____
Program Advisor or Advisory Committee Chair

Approved: _____ Date: _____
Graduate Program Coordinator

Approved: _____ Date: _____
School of Graduate Studies

Approved: _____ Date: _____
School of Graduate Studies

Appendix B

IMPORTANT PROGRAM FORMS

The following forms are often needed for progression within the program. It is your responsibility to obtain the appropriate signatures and submit the form to the Graduate Coordinator for processing by the appropriate deadline. Always keep a copy of all forms for your own personal records.

Conditional Admission Change Form

Students admitted conditionally, upon meeting the condition(s), must complete the Change from Conditional Status Form by obtaining the MPH Coordinator's signature.

Appointment of an Advisory Committee For the Master's Degree

Obtain the signature on this form of the instructor who will serve as your *Academic Advisor* and submit the form to the MPH Coordinator by the end of the first semester in the program.

Change in Committee

Any changes in your advisory committee must be approved. It is your responsibility to obtain needed signatures and submit this form to the MPH Coordinator.

Application for Candidacy

Upon successful completion of the MPH core courses and passing your comprehensive examination, complete this form and submit it to the MPH Coordinator for processing.

Program of Study

Complete your program of study form after you have applied for Degree Candidacy and submit it to the MPH Coordinator.

Application for Change in Approved Program of Study

Any variation from the approved Program of Study must be approved. Use this form to request changes and submit to the MPH Coordinator.

Intent to Graduate Form

By the middle of the final semester in which you plan to graduate, file this form with the MPH Coordinator. If for any reason you are not able to graduate that semester, you must submit a new Notice during the semester in which you will.

Transfer of Graduate Credit

Submit this form to the Graduate Coordinator by the end of the first semester of enrollment if you are requesting the transfer of graduate credits from another school or program into your MPH degree. A syllabus and transcript grade must accompany any request concerning courses taken outside ETSU. Submit subsequent requests as courses are completed in graduate certificates and from other approved sources. In most cases, the number of credits that may be transferred is limited to nine.

Results of Examination

This form will be submitted to the MPH Coordinator by your *Academic Advisor* after you have completed your final examination.

Appendix C

STUDENT ORGANIZATIONS

PUBLIC HEALTH STUDENT ASSOCIATION (PHSA)

In 2007 the MPH Student Association (active on campus since 1994) merged with the undergraduate public health student association, *Eta Sigma Gamma*, to form the Public Health Student Association (PHSA). Membership is open to any graduate or undergraduate student in public health.

Purpose: To impact and/or influence the Master of Public Health program

Objectives: To share information and interact with others, other departments, and to facilitate alumni networking

Due are ten dollars (\$10) and payable each semester. Officers include: president, vice-president, secretary, treasurer, and parliamentarian. Officers will be elected at the beginning of each fall semester and the term of office is one year. Officers may be reelected not to exceed two terms. In order to hold an office, an individual must be a registered student in good academic standing at East Tennessee State University, and meet all grade requirements as stated in the graduate catalog for the MPH program. The president may serve as head of the organization and representative to MPH and departmental committees and MPH students.

A minimum of two meetings will be held per semester during the fall and spring semesters, with additional meetings to be called as necessary by the president. All general meetings are open to MPH students.

In Lamb Hall on the first floor, outside Room 149, there is a bulletin board for the PHSA. A newsletter is published to keep students informed about organizational activities. A faculty tea is held each spring sponsored by the organization. Various service projects have been supported by the group.

Please contact the Graduate Coordinator and watch the bulletin boards for announcements about meetings, etc. The more students involved, the better the organization. All MPH students are encouraged to join the association and make a difference in the community while still a student.

GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION

The Graduate and Professional Student Association is the representative body for students enrolled in Graduate School. The executive board of the GPSA is elected from representatives of the various graduate programs. Two graduate students from the GPSA are elected members of the Graduate Council. The GPSA encourages social, athletic, cultural, and other extracurricular activities, promotes closer relations between graduate students and faculty outside formal academic settings, and voices ideas and concerns of graduate students.

DELTA OMEGA

Delta Omega is the honorary society for graduate studies in public health, founded in 1924. It celebrates excellent academic achievement, devotion to public health principles and outstanding service in public health.

More information is available at the [Delta Omega](#) website.