UNLV School of Community Health Sciences

Master of Public Health Degree Program

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Welcome from the Dean

Welcome to the School of Community Health Sciences at UNLV. Our mission is to improve quality of life and to eliminate health disparities by providing quality education, research, service and leadership.

The work of public health is to create conditions where people can be healthy. Because we focus on population health rather than on individual health, public health workers require unique education, skills and research opportunities. Our degree programs provide a variety of study concentrations both in the Master of Public Health degree and Master of Health Care Administration and Policy degree that will prepare students for a public health career. A public health doctoral degree was begun in the Fall of 2009 and an undergraduate degree was begun in the Fall of 2010.

I am very excited to help shape the core and future of the new UNLV School of Community Health Sciences. Come join us and become part of the public health community working for a better world.

Mary Guinan, M.D., Ph.D

Dean, UNLV School of Community Health Sciences
ABOUT UNLV

In its 50-year history, UNLV has undergone an amazing transformation from a small branch college into a thriving urban research institution of 28,000 students and 3,300 faculty and staff. Along the way, the urban land-grant university has become a dynamic resource for one of the country's fastest-growing and most enterprising cities. UNLV's 350-acre main campus, located on the Southern tip of Nevada in a desert valley surrounded by mountains, is home to more than 220 undergraduate, master's, and doctoral degree programs, all accredited by the Northwest Commission on Colleges and Universities.

ABOUT THE SCHOOL OF COMMUNITY HEALTH SCIENCES

The School of Community Health Sciences (SCHS), was established in 2004 and is dedicated to improving the health and well being of people worldwide. Our departments, programs, and research units work to provide a diverse education, practical training experience and numerous community involvement opportunities to prepare students to become leaders and professionals in the field of public health.

SCHS students and faculty come from diverse backgrounds and represent a broad spectrum of interdisciplinary academic and research interests. We foster a collegial and supportive environment in which students work closely with faculty, staff, practitioners and other students. The quality of our educational programs reflects our deep commitment to our students.

The School of Community Health Sciences is committed to preparing students to meet the critical need for public health professionals in Nevada, the nation, and the world. We provide excellent academic programs with a variety of areas for concentration and the opportunity for applied research. The School of Community Health Sciences has a special interest in community-based participatory research.

Degree Programs

The SCHS currently offers an undergraduate degree and three graduate degrees in various disciplines of public health. The graduate degrees offered are Master of Public Health (MPH), which is a professional degree, the Master of Health Care Administration (MHA) and the Ph.D. in Public Health. The MPH degree includes four concentration options: epidemiology and biostatistics; environmental and occupational health; health care administration and policy; and, social and behavioral health. The Ph.D. in Public Health currently includes three concentration options: environmental and occupational health; health services management and policy; and, social and behavioral health.
Departments, Programs and Research Units

The School of Community Health Sciences houses several departments and programs including: the Department of Environmental and Occupational Health including the Epidemiology and Biostatistics Program and the Social Behavioral Health Program, and the Department of Health Care Administration and Policy.

In addition to a world class education, the School includes a number of research centers and laboratories: Center for Health Information Analysis, American Indian Research and Education Center; Center for Health Disparities Research; Nevada Institute for Children’s Research and Policy; Environmental and Occupational Health Laboratory; and Emerging Diseases Research Laboratory. These centers and laboratories within the school offer students specialized research and real-world training opportunities.

Accreditation

UNLV has applied to the Council on Education for Public Health (CEPH) for a review of our Masters of Public Health degree program and program accreditation. To align our program with CEPH standards our program is now a 45-credit program that includes an internship experience and either a thesis or professional paper. Students will be notified when the process is complete.

Degree Program Contact information:

Graduate Coordinator: Dr. Michelle Chino
4505 Maryland Parkway Box 453064
Las Vegas Nevada, 89154-3064
Office: Bigelow Health Sciences (BHS) 329
Email: michelle.chino@unlv.edu
Phone: 702-895-2649
Fax: 702-895-5573

Associate Dean: Dr. Shawn Gerstenberger
4505 Maryland Parkway Box 453064
Las Vegas Nevada, 89154-3064
Phone: 702-895-1565
Fax: 702-895-5573

Graduate College: Graduate College
4505 S. Maryland Parkway, Box 451017
Las Vegas, NV 89154-1017
Flora Dungan Humanities (FDH), 3rd Floor
Phone: 702-895-3320
Fax: 702-895-4180
GENERAL INFORMATION FOR STUDENTS

My UNLV

MyUNLV provides students with online information and self-service capabilities 24-hours a day. This new system allows students to access personal data, register for classes, check grades, apply for financial aid, and much more. Logging in and using the system requires an NSHE ID number and password. Students applying to UNLV receive their ID number and password during the application process. The ID numbers and passwords for current students are sent to their Rebelmail account. Your NSHE ID is also printed on your RebelCard. For more information about My UNLV go to: http://aboutmyunlv.unlv.edu/overview/.

Rebelmail

In accordance with the University of Nevada, Las Vegas policy and the U.S. Family Education Right and Privacy Act of 1974 (FERPA), UNLV vigorously protects the privacy of student education records. Therefore, if you are an admitted UNLV Graduate Student seeking information regarding your status, enrollment, progression, etc. via email YOU MUST USE YOUR CURRENT UNLV EMAIL ADDRESS TO RECEIVE A RESPONSE. YOU MAY ACTIVATE YOUR UNLV EMAIL ADDRESS AT:

HTTP://REBELMAIL.UNLV.EDU

In addition, LEARN YOUR NSHE ID. This is the personal identification number assigned to you. Use it instead of your Social Security Number when doing university business to safeguard your identity.

All UNLV students receive a Rebelmail account after they've been admitted to the university. So, don't wait, activate your account now. With your Rebelmail account you can:

• Stay current on important deadlines, major campus events, and announcements from your college
• Receive a weekly, easy-to-read e-mail newsletter
• Get a professional e-mail address to use on your resume and employment applications
• Your UNLV e-mail account is one of the primary ways you will receive official university communication. Don’t miss out on important information about deadlines, major campus events, and announcements.
• Official correspondence from the School of Community Health Sciences will only go to your Rebelmail address.
Computer labs

The UNLV Office of Information Technology (OIT) maintains over 50 computer labs with some 1,500 computers available for academic use. The labs provide access to the technology required by faculty and students in pursuit of teaching, learning and research. A Computer Lab Account is required for access. The School of Community Health Sciences has a student computer lab located in BHS 343. Access to this lab is currently limited to SCHS doctoral students and graduate assistants.

Wireless internet

The UNLV Wireless Network is available to currently enrolled UNLV students, faculty, and staff who have a valid UNLV RebelCard. Access is not available everywhere on campus. Wireless access is available in BHS - Rod Lee Bigelow Health Sciences in selected first and fourth floor locations. Refer to the Access Locations page for additional campus hotspots. The network name, or SSID, will display as UNLV. Occasionally, when you open your laptop you will see other wireless networks available under different names. These networks may be supported by other computing offices.

UNLV Library

The Lied Library is located in mid-campus. Information about hours and policies is available at [http://www.library.unlv.edu/](http://www.library.unlv.edu/). UNLV Libraries Special Collections is the largest repository of original historical material relating to Las Vegas. The collections includes manuscripts, photographs, newspapers and maps; topics cover the range of Las Vegas: history, architecture, planning, development, gaming, strip extravaganzas, costume design and more. The UNLV Libraries Microforms has several major collections of Nevada/Las Vegas materials on microfilm or microfiche, including Nevada newspapers and Sanborn Fire Insurance Maps. The UNLV Libraries Government Publications has a collection of state and local documents.

Services for Graduate Students Accessing Library Collections include:
- Course Reserves;
- Checking Out Books;
- RebelCard;
- Online Book Renewal;
- View Your Circulation Record;
- Document Delivery/Interlibrary Loan;
- Standard Library Workstations;
- Electronic Resources;
- Binding Personal Copies of UNLV Theses & Dissertations;
- Research Assistance;
- Library Instruction;
- Printing/Copying;
- Laptop Computers;
- Group Study Rooms;
- Graduate and Professional Student Association Lounge

Academic Calendars and Schedules

Calendars are available through the UNLV website, [http://www.unlv.edu/main/calendars.html](http://www.unlv.edu/main/calendars.html) and include: Academic and term calendars, class schedules by term, final exam schedules, registration schedule, and the UNLV events calendar.
Registration/course schedules

Registration for all MPH program classes is available at http://register.unlv.edu/. The online registration information includes the following information and services:

- How to Register Online
- Check Financial Aid Status
- Pay Tuition and Fees
- UNLV Regulations and Policies
- Student Directory Information (PDF)

Distance Education

Many classes are now available through Distance Education using WebCampus. Distance Education is a perfect fit for students with demanding schedules who wish to choose when and where to advance their education. Help is available around the clock, 24 hours a day, 365 days a year. The new WebCampus Support Center provides a number of alternatives for reaching support with WebCampus issues.

NOTE: Although some classes are available through distance education, the Master of Public Health degree is not currently available as an online/distance education program.

** TWO WEBSITES YOU SHOULD VISIT OFTEN**

The School of Community Health Sciences website:

http://publichealth.unlv.edu/

The Graduate College website:

http://graduatecollege.unlv.edu/

All the information, forms, and resources you will need to complete your MPH Degree Program are available on these two websites.

Annual MPH Program Summit

All students are encouraged to participate in the Annual MPH Program Summit which will be conducted annually during the spring semester. This Summit is your opportunity to help improve the quality of the MPH Program. Specifically your input will be crucial in identifying our strengths and weaknesses, aligning our program with current workforce needs, and will also present you with possible career opportunities. The Summit date and time will be provided to students through Rebelmail, and on the SCHS website (http://publichealth.unlv.edu/).

School of Community Health Sciences
THE MASTER OF PUBLIC HEALTH DEGREE PROGRAM

Public health emphasizes disease and injury prevention and health promotion in communities rather than individual health care. However, public health also has a major role in ensuring access to health care for all, examining the quality of our health care delivery systems and the formation of health policy. Public Health programs prepare professionals for a wide range of careers addressing these major responsibilities. Our vision is to be a vibrant center of excellence for public health teaching, research and community action and a magnet for state, national and international students. Our mission is to improve the health and quality of life of people in our communities and to eliminate health disparities in Nevada, the nation and the world. Our goals include: (1) Obtaining accreditation for MPH program by the Council on Education for Public Health. This accreditation is the gold standard for schools of public health; (2) Establishing a multifaceted research program that produces high quality research specific to our mission; (3) Establishing a network of public and private partners in Nevada to engage with the School in disease and injury prevention interventions and health promotion activities in our communities.

Admissions

Admission to the MPH Degree Program requires approval from the Graduate College and the School of Community Health Sciences. Based on the combined criteria there are three categories of admission for graduate students.

1. Full Graduate Standing – this is regular admission status. All international students must meet the criteria for Graduate Standing.

2. Provisional status – Under special circumstances, students whose academic record is not strong enough at the time of admission to merit graduate standing, may be admitted with a provisional status. The student must complete a minimum of nine credits in specified graduate courses with a B (3.0) or better in order to receive full graduate status.

3. Contingency admission – Students must submit additional material or meet additional requirements before admission is finalized.

Transfer Credits: No more than 15 credit hours may transfer to a degree program. Only courses in which the student received a B (3.0) or higher, and that were not used for completion of another degree, may be used towards a UNLV degree program.

Graduate Non-Degree Seeking Students: Students who have completed an undergraduate degree and want to take a limited number of graduate courses without necessarily pursuing a degree program may enroll as a non-degree seeking student. This option is also available for students who have been denied admission and want to position themselves for re-application. Graduate non-admitted students may need permission from the individual faculty teaching the course to take a graduate course.
Student Orientation

Every semester a student orientation session is held to introduce students to the program and to meet the faculty. All information relevant to completing the MPH degree is covered during orientation. Students are responsible for knowing and adhering to all policies and procedures. Check the School website for orientation dates.

Program of Study Options – Concentrations

The Master of Public Health degree program at UNLV offers four concentration areas. Requirements for each area include a set of core classes, additional area required classes, one or more elective options, an internship experience, and a capstone thesis or professional paper.

Social and Behavioral Health (HED) – Social and behavioral health is the aggregate of several purposeful activities including, but not limited to program planning, evaluation, and administration designed to improve personal and public health through a combination of strategies, including the competent implementation of health education, risk factor detection, behavioral change strategies, health enhancement, and health maintenance. Upon completion of a Master of Public Health with a concentration in Social and Behavioral Health, a student will be able to:

- Identify basic theories, concepts and models from a range of social and behavioral disciplines that are used in public health research and practice.
- Identify the causes of social and behavioral factors that affect health of individuals and populations.
- Identify individual, organizational and community concerns, assets, resources and deficits for social and behavioral science interventions.
- Identify critical stakeholders for the planning, implementation and evaluation of public health programs, policies and interventions.
- Describe steps and procedures for the planning, implementation and evaluation of public health programs, policies and interventions.
- Describe the role of social and community factors in both the onset and solution of public health problems.
- Describe the merits of social and behavioral science interventions and policies.
- Apply evidence-based approaches in the development and evaluation of social and behavioral science interventions
- Apply ethical principles to public health program planning, implementation and evaluation.
- Specify multiple targets and levels of intervention for social and behavioral science programs and/or policies.

Health Care Administration and Policy (HCAP) - Students in the Department of Health Care Administration and Policy gain a broad view of the health care delivery system and develop an understanding of health and disease. They develop analytical skills through the curriculum and internships to prepare them for leadership positions in the
organization, financing, and delivery of health care services. Upon completion of a Master of Public Health with a concentration in Health Care Administration and Policy, a student will be able to:

- Identify the main components and issues of the organization, financing and delivery of health services and public health systems in the US.
- Describe the legal and ethical bases for public health and health services.
- Explain methods of ensuring community health safety and preparedness.
- Discuss the policy process for improving the health status of populations.
- Apply the principles of program planning, development, budgeting, management and evaluation in organizational and community initiatives.
- Apply principles of strategic planning and marketing to public health.
- Apply quality and performance improvement concepts to address organizational performance issues.
- Apply "systems thinking" for resolving organizational problems.
- Communicate health policy and management issues using appropriate channels and technologies.
- Demonstrate leadership skills for building partnerships.

Environmental and Occupational Health (EOH) - The EOH department emphasizes the role of air, water, the home environment, the community environment, and the workplace as critical determinants of health. The EOH concentration specifically addresses the environmental factors affecting human health. Upon completion of a Master of Public Health with a concentration in Environmental and Occupational Health, a student will be able to:

- Characterize the biological, chemical and physical hazards affecting human and ecosystem health.
- Understand the effects of environmental contaminants and infectious diseases on the human body and apply knowledge of these factors in developing prevention and management strategies and making policy recommendations.
- Describe the impact of social and behavioral influences on health and the interaction of these influences with environmental hazards.
- Organize data and information, prepare technical reports, and give oral presentations on recognition, evaluation, management and control of environmental health hazards.
- Identify current regulatory problems and legislative authorities directed at managing contamination in water, air, soil and food.
- Effectively communicate environmental health risks and prevention strategies to potential affected communities.
- Critically read scientific and lay literature in the field of environmental health sciences.

Epidemiology and Biostatistics (EAB) - Epidemiology and biostatistics are challenging and fascinating fields of study. Both require a high level of scientific interest and quantitative abilities, and promote active student involvement in data-based research.

School of Community Health Sciences
and application. Students in the Epidemiology and Biostatistics Program obtain an overview of the applied science of public health while focusing on investigative and quantitative methods for analyzing health data. Upon completion of a Master of Public Health with a concentration in Epidemiology and Biostatistics, a student will be able to:

- Describe the roles that epidemiology and biostatistics serve in the discipline of public health, and be able to describe a public health problem in terms of magnitude, people, time, and place.
- Understand and apply proper terminology and definitions used in epidemiology and biostatistics.
- Identify key sources of data for epidemiologic and biostatistical studies.
- Understand and apply appropriate measurement scales, concepts of probability, random variation, and commonly used statistical probability distributions.
- Apply descriptive techniques and commonly used inferential statistical methods to summarize public health data.
- Describe preferred methodological alternatives to commonly used statistical methods when assumptions are not met.
- Explain the importance of epidemiology and biostatistics for informing scientific, ethical, economic and political discussion of health issues.
- Comprehend ethical and legal principles pertaining to the collection, maintenance, use and dissemination of data and other epidemiological information.
- Interpret, articulate, and critique results of statistical and epidemiological analyses found in public health studies.
- Develop written and oral presentations based on epidemiological studies and statistical analyses for both public health professionals and educated lay audiences, and prepare manuscripts for the peer-reviewed literature.

Graduate Advisors and Committees

Every student will form a graduate committee to guide them through the degree program. **FORM ALERT**

A complete committee includes the following:

- The Committee Chair (your advisor), must be a full-time faculty member within the School of Community Health Sciences and be in your interest area; further, the advisor must have Full Graduate Faculty status through the Graduate College
- A minimum of two faculty from within the School of Community Health Sciences
- An outside faculty member with approved Full Graduate Faculty status. This individual represents the Graduate College. Your Chair can help you identify a outside Graduate College Representative.

In your first semester you should become acquainted with the faculty and select an advisor in your area of interest. Your advisor will then help you select the remainder of your committee.
It is your responsibility to put together a committee. You will not be able to complete the degree program requirements without an approved graduate committee. During your graduate study, you may elect to change your advisor and/or your committee (**FORM ALERT**). Depending on the timing or cause for this change, you may also have to change your course of study and your capstone option. A change of advisor or any member of your committee must be approved by the Graduate College. No changes may occur during the final semester of your program.

**Academic requirements**

The MPH degree program consists of 45 course credits including: a three (3) credit internship experience and a three (3) or six (6) credit capstone thesis or professional paper. Required coursework includes 6 core courses (18 credits) and additional course requirements depending on your selected concentration. These 18 credits represent the primary areas of specialty offered in Public Health programs, plus one additional course entitled Fundamentals of Public Health. Core courses are generally offered every semester. Electives are offered alternate semesters.

<table>
<thead>
<tr>
<th>Courses for the 18 credit core</th>
<th>Number</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamentals of Public Health</td>
<td>EOH 710</td>
<td>3</td>
</tr>
<tr>
<td>Fundamentals of Environmental Health</td>
<td>EOH 740</td>
<td>3</td>
</tr>
<tr>
<td>Epidemiology and Public Health</td>
<td>EAB 705</td>
<td>3</td>
</tr>
<tr>
<td>Survey of US Health Care Systems</td>
<td>HCA 701</td>
<td>3</td>
</tr>
<tr>
<td>Theoretical Foundations in Health Promotion</td>
<td>HED 705</td>
<td>3</td>
</tr>
<tr>
<td>Biostatistical Methods for the Health Sciences</td>
<td>EAB 703</td>
<td>3</td>
</tr>
</tbody>
</table>

In addition to the core courses, each student will select an 18-21 credit concentration area and electives from one of the four concentrations (listed above).

**Note on course cancellation** – Courses may be cancelled due to low enrollment. Be sure to register early and check with your advisor if a class is cancelled. Be sure to plan your schedule carefully.

**Proposed plan of study (**FORM ALERT**)** – Towards the end of your first semester, and before you complete 15 credit hours, you and your advisor should work together to plan a course of study including any transfer credits and your capstone. You must file the Degree Plan Requirements Part A Form at this time.

**Final Plan of Study (**FORM ALERT**)** – The plan of study consists of two forms – Proposed Masters & Specialist Degree Program Part I and Degree Plan Part II both of which must be approved by the graduate college. Part I is available on the Graduate College website. Part II is available on the SCHS website. NOTE: Part II is different for each concentration area. Check with your Advisor to be sure you are using the correct form.
Course overload – (**FORM ALERT**) – A student who requests to take more than 12 credit hours in a semester must have prior approval from the Department, the School, and the Graduate College.

The Internship Experience

All MPH candidates are required to complete a minimum of three (3) credit hours of internship. An internship is a real-world experience, where students work alongside community health professionals to address a current public health problem. Internships requirements include 150 hours minimum time on task, completed in one semester (enrollment in EOH 793 or EAB 793, grade is Pass/Fail). An internship must be arranged ahead of time with an approved internship partner and must include learning objectives agreed upon by the preceptor, the student, and the Internship Advisor. Minimum criteria for Internship Preceptors include a Bachelor’s Degree and five (5) years of experience in a public health field.

Students should work closely with their advisor to design the internship experience and ensure all the required documents are in place before they begin. The internship experience requires a final paper that includes a detailed discussion of the public health problem and setting and the skills and knowledge gained from the experience. Internship students will also create a poster on their internship for public display at our annual awards session. Past students have interned at local health centers, non-profit organizations, the Southern Nevada Health District, and a variety of other settings.

The Capstone Experience

All candidates will finish their MPH degree with a capstone project. The MPH capstone experience has two options – a thesis (6 credits) or a professional paper (3 credits). Academic rigor and a high quality manuscript are required for both. Every capstone requires a prospectus presentation and a final defense. You must work with your advisor to select your best option.

Prospectus presentation (**FORM ALERT**) – After you have decided on a capstone option and worked with your advisor to design your capstone, you will formally present your proposed plan (your prospectus) to your committee. This is normally done in your third semester. You must have an approved prospectus no later then the semester before you plan to graduate. The prospectus is a written plan of your capstone that includes at a minimum, a 250 word abstract and the first three chapters of your final paper including the introduction, background and significance and methods sections. At a minimum your prospectus should include a detailed description of your research question, its importance to public health, a review of related literature, your proposed methods or approach, and expected results. You will also present this information with an oral Powerpoint presentation that is open to all students and faculty. Once your committee approves your prospectus, you may move forward with your project.

Capstone Defense (**FORM ALERT**) – At the completion of your capstone option you will formally present your work to your committee and to your peers. At the defense
you will present the findings of your research and your experience through a PowerPoint presentation in a public forum. This is your chance to demonstrate the knowledge and skills you have gained in the MPH program and your readiness to be a public health professional. The capstone defense is a public presentation and you will be required to post an announcement of the topic, date, and time.

**All prospectus and defense presentations are public presentations.**

**Capstone Manuscripts**

Every capstone experience includes a high quality manuscript. The specific format and content requirements may vary depending on your selected capstone and your concentration area. The length of the capstone manuscript, though closely related to the scope of the topic or research problem, normally ranges from 30 to 50 pages. Sections usually include an introduction, background and significance, methods, results, and discussion.

The Master’s thesis has specific style requirements and timelines, and must be submitted to the UNLV Graduate College. A **GUIDE TO PREPARING & SUBMITTING a THESIS** is available on the Graduate College website. You must follow all Graduate College requirements or you will not be eligible for graduation.

Professional papers and internship manuscripts, while not submitted to the Graduate College, should also follow these guidelines. It is the student’s responsibility to define the contents of the final manuscript with her/his committee during the approval of the proposal. Students are strongly encouraged to submit their professional papers and theses for publication in peer-reviewed journals.

**Start early! The most successful students start thinking about their capstone in their first semester.**

**Thesis Option – 6 credits**

A thesis presents original research conducted by the student. Student who plan to continue on to doctoral level studies are strongly advised to consider a thesis track. A thesis typically follows traditional models of scientific inquiry and reporting (both qualitative and quantitative modes of inquiry are acceptable), and implies more independent research and data collection than is generally required for a professional paper. A Masters Thesis research project investigates and answers a research problem that the student defines as significant for some aspect of the construction process. The relevance of the research problem is demonstrated through a literature review that shows how the proposed research will contribute to prior research efforts, theory and/or practice. The student defines the research problem in the form of a research question and hypotheses and describes how their research will test/answer the research question.

The Masters Thesis describes all of the aforementioned background material (i.e., statement of the problem, research question, literature review, statement of hypothesis/focus, and research methodology) and documents the study analyses and results. The Masters Thesis should conclude by relating the research contributions back
to the relevant theory, current practice and perhaps provide some direction for future research. Copies of Masters Theses are available in the UNLV library.

**Professional Paper Option – 3 credits**

A professional paper project generally involves a critical investigation of a well-defined public health issue or problem based on original analysis of existing academic literature, public policy, or other professional information. The written product of this effort is a scholarly manuscript. It is professionally written, develops a persuasive argument, and addresses an important public health issue. It may or may not include the collection of original data, and may be presented in the form of a case study, intervention development, or policy analysis. The professional paper requires a more detailed and extensive analysis of the issue or problem than that included in a term paper. It is not merely a literature review, needs assessment, or a chronology of work.

Samples of professional papers completed by previous MPH students are available for review (ask your advisor). The range of topics addressed in professional papers is large and reflects the diversity of the field of public health as well as the diversity of MPH students and their interests.

**Timeline for Key Action Steps**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Steps</th>
<th>Forms</th>
</tr>
</thead>
</table>
| First Semester | • Attend Orientation  
• Select Advisor and Committee                                  | Appointment of Advisory Committee form          |
| Second Semester | • Establish proposed degree plan and transfer credits               | Degree Plan Requirements – Part A/B            |
| Third Semester | • Submit final Degree Program Form  
• Present prospectus and submit prospectus approval form to Graduate College  
• Complete Internship Experience Requirement | Proposed Masters Degree Program Parts I & II  
Prospectus Approval form  
Internship Forms       |
| Fourth Semester | • Apply for graduation early in the semester (check dates)  
• Complete and Defend capstone and submit completed defense form to Graduate College  
• Submit final copy of thesis to Graduate College  
• Exit Interview  
• BE AWARE OF DEADLINES | Oral Defense Results form  
Graduation Application (see Graduate College website)  
Exit Interview  
KNOW WHAT FORMS YOU NEED TO COMPLETE |

**Professionalism and Student Conduct**

Graduate students are expected to conduct themselves in a professional manner at all times and to maintain high ethical standards.
Professionalism
• Address faculty with the title of doctor especially in the classroom setting.
• If you need to meet with your professor, do not show up unannounced and expect faculty to be free to meet with you. Call or email in advance to schedule an appointment if you cannot come to scheduled office hours.
• Wear appropriate attire. Clothing should not be distracting to others in the classroom.
• Workplace attire is appropriate for prospectus and defense presentations.

Conduct
• Address faculty and your committee with a respectful tone and you would an employer or colleague.
• Be prepared when meeting with your advisor.
• All work must be original. Plagiarism and cheating are grounds for immediate separation from the program.
• Show up for class on time and notify your instructor if you will be absent.

Courses
• Course reading and assignments are the minimum work required. Students should expect to do additional work (e.g. learn software programs, outside reading, additional research) in order to master the work.
• Written work should be free from errors and at a level appropriate for graduate students. The faculty are not obligated to edit grammar or correct spelling. Please seek assistance through the UNLV Writing Center if English is not your first language or if you need help with writing skills.
• Classrooms are considered ‘no phone zones’. Please turn off your cell phones while in class.

Other
• Follow the requirements of the Graduate College and the School of Community Health Sciences in a timely manner.
GENERAL ACADEMIC POLICIES

The Master of Public Health Program adheres to the academic policies outlined in the Graduate Catalog at the time you were admitted, and you should be thoroughly familiar with these. In addition, every semester the Graduate Coordinating Committee will evaluate the progress of each student in the program. Students and their advisors will receive a letter from the graduate coordinator after the end of each year evaluating their progress. Any remarks indicating unsatisfactory or questionable progress must be addressed.

Satisfactory or Unsatisfactory Progress of Graduate Students in the Master of Public Health Program (MPH).

Our policy on evaluation of your progress and the resulting actions are as follows:

1. The Graduate Coordinating Committee will review each graduate student's progress at the end of each semester. All students will be notified individually regarding their satisfactory or unsatisfactory progress in the graduate program on an annual basis. Students should be familiar with both the Graduate College and the Master of Public Health Program policies guiding evaluations by the Graduate Coordinating Committee.

2. Evaluation of a student's progress will be in the following areas: (A) contingencies noted at the time of matriculation; (B) filing of required forms with the Graduate College: appointment of examination committee, degree program, thesis/dissertation prospectus; (C) course grades; (D) progress and quality of work on the thesis or dissertation; and, (E) if funded, performance as a Graduate Assistant. Doctoral students will also be evaluated on their performance on comprehensive exams.

3. If, using the criteria listed above, a student is making unsatisfactory progress the student may be separated from the program or put on probation. The problems or requirements stated in the letter to the student must be corrected or fulfilled during the first semester of probation. If they are not, or if there is further unsatisfactory progress during any subsequent semester, the student will be placed on a second semester of probation during which time the student is not eligible for an assistantship or scholarship from the department or university. If, at the end of that second semester of probation, the Graduate Coordinating Committee still considers progress to be unsatisfactory, the student will be separated from the program.

4. If a student regards the Graduate Coordinating Committee's evaluation to be unjust, a request for reconsideration during a meeting of the School of Community Health Sciences graduate faculty may be made of one's advisor, the chair of the Graduate Coordinating Committee, or the graduate coordinator. The plaintiff will present the case in writing to the graduate faculty one week prior to the meeting and may choose to be present at the beginning of the meeting for discussion of the situation. The graduate faculty will deliberate the case without the student being present and, within one week, render its decision in writing. If a student remains unsatisfied with the faculty's findings, a grievance may be pursued through university channels. Please see the current graduate catalog for details.
All students enrolled in the Graduate Program in the School of Community Health Sciences are expected to uphold high standards of academic rigor. Failure to do so will result in separation or probation. Policies regarding separation and probation are set out below.

**Academic Probation**

Students are expected to maintain a minimum 3.0 GPA. Any grade below a “B” will not qualify for graduate credit. A student who receives a B- or lower will be placed on academic probation. The Graduate Coordination Committee will determine the criteria by which the student will be removed from academic probation on a case-by-case. Failure to fulfill the prescribed requirements will result in separation from the program. A student will be placed on academic probation if any of the following conditions apply:

A) Any student who earns a cumulative GPA below 3.0 will be placed on academic probation. The student will have one semester to raise this average above 3.0 or be separated from the program.

B) A student who receives one grade below a "B" (B- or lower) will be placed on probation. The Graduate Coordination Committee will determine the criteria by which the student will be removed from academic probation on a case-by-case basis. Failure to fulfill the prescribed requirements will result in separation from the program.

C) Failure to make adequate progress towards degree requirements will also result in probation. This includes failure to complete 6 credits per academic year, failure to file appropriate forms with the Graduate College, failure to meet with their advisor upon request, or unsatisfactory grades including withdrawal or incomplete.

**Separation**

A student can be separated from the program for any of the following reasons:

A) The student receives two or more grades below a "B-" (C+- or lower) during their degree program will be separated from the program.

B) The student receives a grade of "B-" or lower in any core course. Core courses may only be repeated once.

C) Any student receiving GPAs below 3.0 in any two semesters will be separated from the program.

D) Any student who fails the comprehensive examination, internship experience, capstone, or oral defense examination on their second attempt will be separated from the program.
E) Plagiarism on any assignment, professional paper, capstone experience, thesis or dissertation will not be tolerated and will result in the immediate separation of the student from the program. On cases involving plagiarism, the graduate coordinating committee will be convened to evaluate the work in question and vote on whether the student should be separated from the MPH program.

NOTE: A student who has been dismissed for academic reasons is not eligible for admission or reentry. A student must petition the Graduate College for academic reinstatement. (Graduate College Handbook).

Continuous Enrollment

Once admitted to the Graduate Program, the student is required to register for a minimum of six semester hours of credit each calendar year. At a minimum, students are required to complete three credit hours per semester not including summer semester. Students who have not registered for academic work for a period of one calendar year will be separated from the Graduate College and will need to reapply should they wish to continue work on their degree.

Leave of absence (**FORM ALERT**)

A student may request a leave of absence for up to one academic year. While on leave, students retain their admitted student status; however, they are not registered and therefore do not have the rights and privileges of registered students. Failure to return as scheduled or to secure an extension of a prior leave of absence will result in separation from the university. A leave of absence must be approved by the student’s advisor, the Department Chair, the Graduate Coordinator, the Academic Dean and the Graduate College.

Appeals/grievances (**FORM ALERT**)

A student wishing to file an appeal or a grievance pertaining to his/her graduate education must follow the following procedures:

Admissions – If the student is not admitted to the graduate program and wishes to appeal a denial of admission, he/she should first direct the appeal in written form to the department or academic unit where the admission was denied. If the issue remains unresolved the appeal should then be directed to the dean of the academic college and finally to the Graduate Dean.

Other Academic Issues - The student with an academic grievance unrelated to admission (for example, course grades) should first direct the grievance in written form to his/her faculty advisor and the graduate coordinator. If the problem remains unresolved, the student should then direct the grievance to the academic dean. If the issue remains unresolved, the student may direct the written grievance to the Graduate Dean.

Graduate Assistantships (**FORM ALERT**)
Only students with full graduate standing are eligible for graduate assistantships. There are a limited number of assistantships available for student in the School of Community Health Sciences. Assistantships are awarded in the fall semester, usually for a one-year period. Assistantships are highly competitive and are generally awarded based on academic merit to second year students. If you are interested in applying for an assistantship you must first complete and submit the application available on the graduate college website.

**Graduation (***FORM ALERT***)**

Students who have completed all program requirements and who wish to graduate, must submit a completed application for graduation to the Graduate College. Deadline dates are available in semester class schedules and on the Graduate College website. You must be registered for the term in which you intend to graduate. Your application will not be processed if you are not registered. You must be enrolled for a minimum of three credit hours in the semester you intend to graduate.

**Exit Interview**

Upon completion of all degree requirements, usually at the time of the capstone defense, each student will complete an exit interview with the chair of their committee.
I, __________________________________________ have received and read the MPH Handbook.

✓ I understand that I am responsible for completion of my degree program.

✓ I understand that I am responsible for identifying an advisor and a committee early in my program.

✓ I understand that I am responsible for identifying and completing all required forms and paperwork.

✓ I understand that I am responsible for being aware of program policies and deadlines

✓ I understand that the information contained in this guidebook and on the SCHS website are as accurate as possible but that changes may occur.

____________________________________  __________________
Signature of Student                 Date

PLEASE SIGN AND RETURN THIS PAGE TO THE MPH GRADUATE COORDINATOR