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MPH FORMS

MPH PROGRAM OF STUDY FORM 62
Welcome to the Master of Public Health Program at the University of Cincinnati! This handbook provides the essential information and documentation necessary for a student to successfully fulfill the requirements of the MPH degree program at the University of Cincinnati College of Medicine. This handbook will complement the University of Cincinnati's Graduate School handbook, as both handbooks should be referred to routinely.

(All MPH students must follow the guidelines and policies defined in the University of Cincinnati Graduate School Handbook, which can be located at this link: http://grad.uc.edu/student-life/graduate_studenthandbook.html.)

The Master of Public Health program at the University of Cincinnati College of Medicine is housed at one of the nation’s premier urban institutions of higher education, the University of Cincinnati offers the (MPH) degree through its Department of Environmental Health with the Department of Family Medicine, the College of Education, Criminal Justice, and Human Services, and from many other colleges and units within and outside of the University of Cincinnati. Currently there are six concentrations or tracks of the MPH program in the following fields; Biostatistics, Environmental Public Health, Epidemiology, Health Education and Promotion, Health Services Management, and Occupational Public Health.

This handbook in conjunction with the MPH webpage; http://med.uc.edu/eh/publichealth/ are the two essential resources for students in the program.
MPH PROGRAM MISSION & GOALS

The mission of the University of Cincinnati Master of Public Health Program is to promote health, prevent disease, and protect the environment of our communities, locally and beyond, through evidence-based interdisciplinary approaches in education, research, practice, and community engagement.

GOAL 1. Education and Instruction: To prepare knowledgeable, innovative, and effective public health practitioners, researchers, and faculty through an interdisciplinary curriculum comprised of public health coursework, service, and practice.

GOAL 2. Research: To advance knowledge in the public health sciences through conduct and dissemination of high-quality, multidisciplinary, and evidence-based research that encourages student involvement.

GOAL 3. Service: To engage, serve, and partner with communities in Ohio and beyond through service, outreach, and authentic partnerships to advance public health.

The UC MPH Program is dedicated to the promotion and improvement of community and population health. The Program promotes and values the following five core principles:

1. Health Equity in Populations and Communities
   - Health as a public good and a fundamental right of all people.
   - Social justice and the ethical treatment of all people.
   - Public health as a means for improving and maintaining the health of communities — locally, nationally, and globally.

2. Scientific and Academic Integrity
   - Use of the scientific method to identify the basic conditions necessary for optimum public health, to protect the public health and to promote good health practices for populations and individuals.
   - Maintain and promote the highest standards of productivity, objectivity, accountability, transparency, and professionalism in all activities coupled with open and honest communication among students, staff, faculty, and community partners.

3. Evidence-Based Multidisciplinary Approaches
   - Research and its practical applications as an underpinning of evidence-based public health.
   - A learning environment based on multidisciplinary teamwork that fosters high quality education, imparts a sense of excitement in the acquisition of new knowledge, and communicates the importance and value of public health.
   - Continuous quality improvement as a means for enhancing the value and reputation of the program and its students, staff, and faculty.
4. **Diversity and Inclusion**
   - Diversity in the cultural, ethnic, and racial background of students, staff, faculty, and populations served and the strengths of insight, experience, and creativity found in such diversity.
   - Inclusion of faculty and students with different disciplines, training and experience to work collaboratively and cooperatively in the program.

5. **Engagement and Advocacy**
   - Community engagement as a core element in the education of students, conduct of research, and provision of service.
   - Increasing awareness and support for a robust, comprehensive public health agenda.

Graduates of the MPH Program will have the capacity to apply their newly acquired knowledge and skills to produce a positive impact on the health of diverse populations through numerous public and community health agencies, business and industrial settings, schools and educational agencies, and/or social service agencies. The faculty of the MPH Program are committed to furthering the mission of the program through a strong commitment to scholarly research and publication, teaching, leadership in academic and professional societies, and service to the community at large.
DEPARTMENTAL AND DIVISIONAL CONTACTS

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Graduate Office
Director of Graduate Studies  Mary Beth Genter, PhD  gentermb@ucmail.uc.edu
MPH Program Coordinator  Angie Riall  riallad@ucmail.uc.edu
ACADEMIC ADVISING

Students are assigned two advisors when entering the MPH program, a concentration advisor and an MPH advisor. Advising students is an integral part of faculty member’s responsibilities. These advisors are available to assist with the many decisions that will be faced along the educational sequence that begins with coursework and ends with the cumulative experience.

Upon entering the MPH program the student’s advisor is by default their concentration director. The concentration director may help the student connect with a new advisor after meeting with the student and discussing their overall goals and interest in Public Health. The concentration director serves to direct the student to appropriate resources and opportunities. They will also meet with the student to approve a course plan for core and concentration courses and to review students’ academic performance.

<table>
<thead>
<tr>
<th>Concentration</th>
<th>Advisor’s Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biostatistics</td>
<td>Dr. Marepalli Rao</td>
<td><a href="mailto:raomb@ucmail.uc.edu">raomb@ucmail.uc.edu</a></td>
</tr>
<tr>
<td>Biostatistics</td>
<td>Dr. Aimin Chen</td>
<td><a href="mailto:chenai@UCMAIL.UC.EDU">chenai@UCMAIL.UC.EDU</a></td>
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<tr>
<td>Epidemiology</td>
<td>Dr. Tianying Wu</td>
<td><a href="mailto:wutg@ucmail.uc.edu">wutg@ucmail.uc.edu</a></td>
</tr>
<tr>
<td>Environmental Health</td>
<td>Dr. Glenn Talaska</td>
<td><a href="mailto:talaskgg@ucmail.uc.edu">talaskgg@ucmail.uc.edu</a></td>
</tr>
<tr>
<td>Health Service Management</td>
<td>Dr. James O’Reilly</td>
<td><a href="mailto:oreilljt@ucmail.uc.edu">oreilljt@ucmail.uc.edu</a></td>
</tr>
<tr>
<td>Health Education and Promotion</td>
<td>Dr. Keith King</td>
<td><a href="mailto:kingkt@ucmail.uc.edu">kingkt@ucmail.uc.edu</a></td>
</tr>
<tr>
<td>Occupational Health</td>
<td>Dr. Andrew Freeman</td>
<td><a href="mailto:freemaaw@ucmail.uc.edu">freemaaw@ucmail.uc.edu</a></td>
</tr>
</tbody>
</table>

Students may also contact the MPH Program administrators for additional academic advising. The MPH advisors will meet with students to approve practicum and cumulative experience courses, discuss the committee chair/members or preceptor(s), approve a specially permitted course, retaking/waiving a course, approve of suspending your MPH study, and general academic advising needs.

<table>
<thead>
<tr>
<th>MPH Program</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Jun Ying</td>
<td><a href="mailto:yingj@uc.edu">yingj@uc.edu</a></td>
</tr>
<tr>
<td>Dr. Liza Murrison</td>
<td><a href="mailto:murrislb@uc.edu">murrislb@uc.edu</a></td>
</tr>
</tbody>
</table>

Students are expected to initiate contact and meet with their advisor at least once a semester. The responsibility for arranging these meetings lies with the student. Students should be respectful of the faculty’s time by scheduling and respecting appointments. These meetings will assist the student in planning an individual program of study for tracking degree progress within the framework of the program. The meetings will also provide more insight to the practicum and culminating experience project(s).
MPH PROGRAM COMPETENCIES

The UC MPH Program uses these competencies to guide the development of our curriculum and course specific learning objectives. The core public health competencies (and the primary course where they are addressed) include:

- Analyze policy options and write clear and concise policy statements. (PH 7060: Health Policy).
- Translate policy into organizational plans, structures, and programs. (PH 7060: Health Policy).
- Describe a public health problem in terms of magnitude, person, place, and time. (PH 7030: Epidemiology).
- Select and apply appropriate measures of association to draw appropriate public health inferences. (PH 7030: Epidemiology).
- Estimate population health parameters using point and interval estimation (PH 7010: Biostatistics).
- Perform hypothesis tests using population means or proportions to address public health questions. (PH 7010: Biostatistics).
- Specify approaches for assessing, preventing and controlling environmental hazards that pose risks to human health and safety (PH 7020: Environmental Health).
- Demonstrate an understanding of risk management and risk communication approaches in relation to issues of environmental justice and equity (PH 7020: Environmental Health).
- Describe how social, behavioral, environmental, and biological factors contribute to specific individual and community health outcomes (HPE 7040: Social and Behavioral Health).
- Apply the principles of community-based participatory research to improve health in diverse populations. (HPE 7040: Social and Behavioral Health).
MPH PROGRAM CONCENTRATIONS

The program areas of concentration are designed to provide a contextual basis for learning within the MPH program. These areas have evolved over time and continue to change. Collaboration across disciplines among faculty and students is expected and encouraged so that the graduates of the MPH program reflect a creative and dynamic approach to public health. Through concentration coursework, students will explore their topic area of interest and acquire the knowledge outlined in the concentration core competencies.

Biostatistics Concentration
The Biostatistics Concentration of the MPH degree prepares students to take positions as a statistical consultant, a data analyst, or a project manager in health related organizations such as pharmaceutical companies, state and federal health care organizations, research establishments focusing on clinical trials, statistical consulting companies, and academic establishments requiring bio-statistical support with the goal of promoting the health of the public.

Biostatistics Core Competencies
Students concentrating in the MPH biostatistics concentration will expand on the below listed competencies:

1. Construct a public health and biomedical research question and convert it into a mathematically sound and statistically testable hypothesis.
2. Analyze and interpret data from various studies including clinical trials, observational studies and public health surveys.
3. Apply various statistical models to address various types of data structures and outcome measures.
4. Adaptively utilize different strength of statistical packages in computation.
5. Interpret statistical results and findings appropriately and accurately.
6. Develop written and oral presentations to communicate complicated statistical concepts and results to medical and public health researchers and practitioners, community partners and policymakers effectively.
Environmental Public Health Concentration
The Environmental Public Health Concentration prepares students to take and/or advance careers in public health related fields. Graduates of the MPH with a concentration in environmental health are appropriately trained to assume leadership positions in agencies including, but not limited to, the Environmental Protection Agency, National Institutes of Occupational Safety and Health, local and state health departments, the Centers for Disease Control and Prevention, non-profit agencies and for-profit agencies.

Environmental Public Health Core Competencies:
Students concentrating in the MPH environmental public health concentration will expand on the below listed competencies:

1. Describe direct and indirect human, ecological and safety effects of major environmental and occupational agents.
2. Explain the general mechanisms of toxicity resulting from various occupational and environmental exposures.
3. Describe genetic, physiologic, physical, and psychosocial factors that affect susceptibility to adverse health outcomes following exposure to environmental hazards.
4. Identify major international, federal and state regulatory programs, guidelines and authorities that control environmental health issues.
5. Explain approaches for assessing, preventing, controlling, and communicating environmental and occupational hazards that pose risks to human health and safety.

Epidemiology Concentration
The Epidemiology Concentration provides training in the design of human population studies, clinical studies, population disease surveillance, human subject ethics, risk assessment, risk communication, basic biostatistics and data analysis. The Epidemiology Concentration of the MPH program prepares students to take positions as project manager, research study coordinator, research specialist or technical specialist in health related organizations, such as those with a focus on population health assessment, or research programs focusing on population factors related to health outcomes or clinical trials, in local, state or federal government organizations, academic institutions or private enterprises.
**Epidemiology Core Competencies:**
Students concentrating in the MPH epidemiology concentration will expand on the below listed competencies:

1. Utilize epidemiologic data and methods for outbreak investigation, infectious disease and chronic disease surveillance, determination of risk factors, disease prevention trials and evaluation of screening tests.
2. Define, calculate, and interpret measures of disease frequency and measures of association between risk factors and diseases.
3. Demonstrate the ability to effectively communicate the scientific, ethical, and public health implications of epidemiology to lay and professional audiences.
4. Effectively use epidemiologic terminology and conduct basic epidemiologic analyses using multiple linear, logistic, Cox and Poisson regression.
5. Demonstrate the ability to understand epidemiologic inference in the context of causal networks and the ability to consider bias, confounding, effect modification.
6. Critically review the scientific literature, integrate the findings across studies, and make appropriate public health recommendations.
7. Design and conduct epidemiological studies to address public health priorities and advance current knowledge.
8. Recognize potential ethical and legal issues in epidemiologic studies.

**Health Education & Promotion Concentration**
The Health Education Concentration prepares students for health education positions within public health agencies, voluntary health agencies, business and industry, and healthcare associated organizations. Graduates of the program are eligible to sit for the Certified Health Education Specialist (CHES) exam offered by the National Commission for Health Education Credentialing (NCHEC). Graduates of the concentration will also demonstrate the capacity and motivation to develop Health Education programs and take leadership roles within organizations promoting the public’s health using their knowledge and skills to function as effective health education professionals.

**Health Education & Promotion Core Competencies**
Students concentrating in the MPH health education & promotion concentration will expand on the below listed competencies:

1. Assess individual and community needs for health education.
2. Plan health education strategies, interventions and programs.
3. Implement health education strategies, interventions and programs.
4. Conduct evaluation and research related to health education.
5. Administer health education strategies, interventions and programs.
7. Communicate and advocate for health and health education.
Health Services Management Concentration
The Health Services Management Concentration prepares students to take and/or advance to leadership positions within public health, healthcare and associated human services organizations. Through the concentration coursework, students will gain knowledge in key focus areas including: management skill development, global health, leadership, health informatics, quality improvement, innovation, community health development, policy development, advocacy, and overarching organizational strategy development and implementation. The HSM Concentration of the MPH program prepares students for public health management positions, where they can leverage their knowledge and skills to function as effective public health professionals.

Health Services Management Core Competencies:
Students concentrating in the MPH health services management concentration will expand on the below listed competencies:

1. Demonstrate the ability to incorporate systems thinking into public health practice and policy.
2. Identify strategies to address internal and external problems that impact the delivery and assurance of essential public health services.
3. Define and demonstrate effective leadership practices required to lead public health and health care systems and to build partnerships.
4. Apply strategic management skills in the areas of administration, personnel, ethics, and finance related to public health practice and policy.
5. Identify national and international determinants of access and delivery of health services for global health, disease, and vulnerable populations and the political and legal implications for public health systems.
6. Develop and effectively communicate health systems policies and programs to both lay and professional audiences with cultural.
7. Articulate how to design and conduct studies of effectiveness, efficiency, and outcomes of health services programs, interventions, and policies.

Occupational Public Health Concentration
The Occupational Public Health (OPH) Concentration prepares students to take or advance careers in Occupational Health. In the case of Occupational Medicine residents, completion of their MPH degree with an OPH concentration fulfills important requirements of the Accreditation Council for Graduate Medical Education (ACGME) as well as the American Board of Preventive Medicine (ABPM) as residents prepare for their board certification in Preventive Medicine with a specialty in Occupational Medicine. In the case of Non-Medical residents who are pursuing the MPH degree with a concentration in Occupational Public Health, these non-residents will have
different core requirements from residents but will share many classes as well as the practicum experiences with the Occupational Medicine residents. Graduates of the MPH program with an OPH concentration are appropriately trained to assume leadership positions in settings that include: government agencies, universities, corporate medical departments, hospital-based occupational medicine departments, insurance companies, and ambulatory occupational medicine practices.

**Occupational Public Health Core Competencies:**
Students concentrating in the MPH occupational public health concentration will expand on the below listed competencies:

1. Define strategies for related to prevention and treatment of occupational injury and disease and the minimization of disability.
2. Define and implement strategies to improve workplace safety.
3. Define how ergonomics principles can be implemented in jobsites to prevent disease and improve productivity.
4. Demonstrate how risk reduction, hazard control and risk communication can be implemented within workplace and public health settings.
5. Demonstrate understanding of occupational health management and administration.
6. Demonstrate an understanding of the primary tenants of industrial hygiene methods in practice-based settings.
7. Exhibit the ability to work as part of an interdisciplinary public health/healthcare team.
8. Articulate and demonstrate an understanding of the environmental determinants of disease including; occupationally acquired illnesses and disease.
**MPH COURSE REQUIREMENTS**

The Master of Public Health (MPH) program at the University of Cincinnati College of Medicine is a 42 credit hour professional degree that will prepare the student to address public health problems by applying professional disciplinary approaches and methods in professional environments such as local, state or national public health agencies and health care organizations. Each MPH student will complete a total of 5 core courses for a total of 15 credit hours, 18 credit hours of required and elective courses from their selected MPH concentration, a 3 credit hour practicum experience, and to conclude the degree; a 6 credit hour culminating experience. Students will have two options to select from to fulfill the culminating experience requirement: a capstone project, or a thesis.

**MPH Core Curriculum**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Required or Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>PH 7010</td>
<td>Biostatistics for Public Health</td>
<td>3</td>
<td>Required</td>
</tr>
<tr>
<td>PH 7020</td>
<td>Environmental Public Health</td>
<td>3</td>
<td>Required</td>
</tr>
<tr>
<td>PH 7030</td>
<td>Epidemiology for Public Health</td>
<td>3</td>
<td>Required</td>
</tr>
<tr>
<td>PH 7060</td>
<td>Health Systems &amp; Policy</td>
<td>3</td>
<td>Required</td>
</tr>
<tr>
<td>HPE 7040</td>
<td>Social &amp; Behavioral Foundations in Public Health</td>
<td>3</td>
<td>Required</td>
</tr>
</tbody>
</table>

**Concentration Core Courses - 18 credit hours**

Elective and Required Courses for your MPH concentration

**Practicum Experience - 3 credit hours (grade of B- or above required) Meeting with instructor required**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Required or Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>PH 8090</td>
<td>Public Health Practicum</td>
<td>3</td>
<td>Required</td>
</tr>
</tbody>
</table>

**Culminating Experience - 6 credit hours (grade of B- or above required) Meeting with instructor required**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Required or Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>PH 8096/8097</td>
<td>Capstone I &amp; Capstone II</td>
<td>6</td>
<td>Required</td>
</tr>
<tr>
<td>PH 8098/8099</td>
<td>Thesis I &amp; Thesis II</td>
<td></td>
<td>(Select 1 Option)</td>
</tr>
</tbody>
</table>

**Core Coursework**

All students in the MPH program must complete a total of 15 credit hours of core coursework. These courses consist of the following 5 core courses:

- PH7010: Biostatistics for Public Health (3 credits)
- PH7020: Environmental Public Health (3 credits)
- PH7030: Epidemiology for Public Health (3 credits)
- PH7060: Health Systems & Policy (3 credits)
- HPE7040: Social & Behavioral Foundations in Public Health (3 credits)

MPH course planning guides can be located at the end of this handbook as well as on the MPH webpage [http://med.uc.edu/eh/publichealth/](http://med.uc.edu/eh/publichealth/). All core courses are required for all MPH students and completion will be certified by the MPH Program Director.
Concentration Coursework
All students in the MPH program must complete a total of 18 credit hours of coursework within their selected concentration. These courses will be selected from an approved list of elective and required courses in the next section of this handbook as well as on the MPH webpage http://med.uc.edu/eh/publichealth/.

Public Health Practicum (PH8090)
All students in the MPH program must complete a public health practicum experience for 3 credit hours. The goal of the practicum is for students to use knowledge and skills acquired in the five MPH core courses in a real-world setting. More detailed information can be found on the next page.

Culminating Experience
All students in the MPH program must complete a cumulative experience for 6 credit hours. This experience is designed for the student to synthesize and integrate the knowledge and skills gained throughout the program.
In addition to the MPH core courses, each MPH concentration has specific coursework requirements that students must complete to satisfy the degree requirements for their chosen MPH concentration. All students in the MPH program must complete a total of 18 credit hours of coursework within their selected concentration. The curriculums for each of the MPH concentrations are included below. These concentration curriculums are subject to change. Students should consult their concentration or MPH advisors for further guidance on required and elective concentration courses.

### Biostatistics Concentration Curriculum

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Required or Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>PH 7023</td>
<td>Advanced Biostatistics</td>
<td>3</td>
<td>Required</td>
</tr>
<tr>
<td>PH 7024</td>
<td>Computational Statistics</td>
<td>3</td>
<td>Required</td>
</tr>
<tr>
<td>PH 7088</td>
<td>Regression Analysis</td>
<td>3</td>
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<tr>
<td>PH 7089</td>
<td>Experimental Design</td>
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**Biostatistics Core Courses - 12 credit hours (grade of B- or above required)**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Required or Elective</th>
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</thead>
<tbody>
<tr>
<td>PH 7001</td>
<td>Department of Environmental Health Seminar</td>
<td>1</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 7011</td>
<td>Statistical Computation and Software</td>
<td>1</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 7061</td>
<td>Biostatistics in Research</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 7064C</td>
<td>Statistical Genetics</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 7072</td>
<td>Data Analysis with R and SAS</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 7091</td>
<td>Applied Multivariate Analysis</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 8015</td>
<td>Application and Practice of Stats in Clinical Trials</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 8029</td>
<td>Biostatistics Seminar</td>
<td>1</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 9063C</td>
<td>Special Topics in Biostatistics</td>
<td>1</td>
<td>Elective</td>
</tr>
<tr>
<td>GNTD 8003</td>
<td>Career Opportunities in Biomedical Sciences</td>
<td>2</td>
<td>Elective</td>
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**Elective Courses - Select a minimum of 6 credit hours from the following list of elective courses:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Required or Elective</th>
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</thead>
<tbody>
<tr>
<td>PH 7001</td>
<td>Department of Environmental Health Seminar</td>
<td>1</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 7011</td>
<td>Statistical Computation and Software</td>
<td>1</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 7061</td>
<td>Biostatistics in Research</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 7064C</td>
<td>Statistical Genetics</td>
<td>3</td>
<td>Elective</td>
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<tr>
<td>PH 7072</td>
<td>Data Analysis with R and SAS</td>
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<td>Elective</td>
</tr>
<tr>
<td>PH 7091</td>
<td>Applied Multivariate Analysis</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 8015</td>
<td>Application and Practice of Stats in Clinical Trials</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 8029</td>
<td>Biostatistics Seminar</td>
<td>1</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 9063C</td>
<td>Special Topics in Biostatistics</td>
<td>1</td>
<td>Elective</td>
</tr>
<tr>
<td>GNTD 8003</td>
<td>Career Opportunities in Biomedical Sciences</td>
<td>2</td>
<td>Elective</td>
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**Total Concentration Credits**: 18
Environmental Public Health Concentration Curriculum

<table>
<thead>
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<th>Course Title</th>
<th>Credits</th>
<th>Required or Elective</th>
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</thead>
<tbody>
<tr>
<td>PH 7001</td>
<td>Environmental Health Seminar</td>
<td>2</td>
<td>Required (2 semesters)</td>
</tr>
<tr>
<td>PH 7082</td>
<td>Survey of Toxicology</td>
<td>2</td>
<td>Required</td>
</tr>
<tr>
<td>PH 7083</td>
<td>Epidemiology of Infectious Disease</td>
<td>3</td>
<td>Required</td>
</tr>
<tr>
<td>PH 8043</td>
<td>Human Biological Monitoring and Biological Markers</td>
<td>2</td>
<td>Required</td>
</tr>
<tr>
<td>PH 8061</td>
<td>Policy &amp; Advocacy in Public Health</td>
<td>3</td>
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Environmental Health Core Courses - 12 credit hours (grade of B- or above required)

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<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Required or Elective</th>
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</thead>
<tbody>
<tr>
<td>PH 7015</td>
<td>Introduction to Global Health</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 7063</td>
<td>Pediatric Environmental Health</td>
<td>2</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 8010</td>
<td>Environmental Health Disasters and What They Can Teach Us</td>
<td>2</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 8055</td>
<td>Public Health Informatics and e-Health</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 8078</td>
<td>Applied Risk Assessment</td>
<td>2</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 8079</td>
<td>Epidemiology of Occupations</td>
<td>2</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 9004</td>
<td>Identification of Potential Workplace Exposures</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 9073C</td>
<td>Molecular Epidemiology</td>
<td>2</td>
<td>Elective</td>
</tr>
<tr>
<td>PMM 7051</td>
<td>Introduction to the HIV/AIDS Epidemic</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>PMM 7054</td>
<td>Exploring Public Health in Ghana</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>GNTD 8003</td>
<td>Career Opportunities in Biomedical Sciences</td>
<td>2</td>
<td>Elective</td>
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Elective Courses - Select a minimum of 6 credit hours from the following list of elective courses:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Required or Elective</th>
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<tbody>
<tr>
<td>PH 7015</td>
<td>Introduction to Global Health</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 7063</td>
<td>Pediatric Environmental Health</td>
<td>2</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 8010</td>
<td>Environmental Health Disasters and What They Can Teach Us</td>
<td>2</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 8055</td>
<td>Public Health Informatics and e-Health</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 8078</td>
<td>Applied Risk Assessment</td>
<td>2</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 8079</td>
<td>Epidemiology of Occupations</td>
<td>2</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 9004</td>
<td>Identification of Potential Workplace Exposures</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 9073C</td>
<td>Molecular Epidemiology</td>
<td>2</td>
<td>Elective</td>
</tr>
<tr>
<td>PMM 7051</td>
<td>Introduction to the HIV/AIDS Epidemic</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>PMM 7054</td>
<td>Exploring Public Health in Ghana</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>GNTD 8003</td>
<td>Career Opportunities in Biomedical Sciences</td>
<td>2</td>
<td>Elective</td>
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</table>

Total Concentration Credits 18
### Epidemiology Concentration Curriculum

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Required or Elective</th>
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</thead>
<tbody>
<tr>
<td><strong>Epidemiology Core Courses - 14 credit hours (grade of B- or above required)</strong></td>
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<tr>
<td>PH 7011</td>
<td>Statistical Computation and Software</td>
<td>1</td>
<td>Required</td>
</tr>
<tr>
<td>PH 7083</td>
<td>Epidemiology of Infectious Disease</td>
<td>3</td>
<td>Required</td>
</tr>
<tr>
<td>PH 7088</td>
<td>Regression Analysis</td>
<td>3</td>
<td>Required</td>
</tr>
<tr>
<td>PH 8028</td>
<td>Epidemiology Seminar</td>
<td>2</td>
<td>Required</td>
</tr>
<tr>
<td>PH 8082</td>
<td>Research Methods for Human Population Studies</td>
<td>3</td>
<td>Required</td>
</tr>
<tr>
<td>PH 8088</td>
<td>Cancer Epidemiology</td>
<td>2</td>
<td>Required</td>
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</table>

**Elective Courses - Select a minimum of 4 credit hours from the following list of elective courses:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Required or Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>PH 7001</td>
<td>Department of Environmental Health Seminar</td>
<td>1</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 7015</td>
<td>Introduction to Global Health</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 7050</td>
<td>Evidence Based Public Health</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 7061</td>
<td>Biostatistics in Research</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 7063</td>
<td>Pediatric Environmental Health</td>
<td>2</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 7072</td>
<td>Data Analysis with R and SAS</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 7081</td>
<td>IRB Submission for Researchers</td>
<td>1</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 7085</td>
<td>Perinatal and Pediatric Epidemiology</td>
<td>2</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 7091</td>
<td>Applied Multivariate Analysis</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 8015</td>
<td>Application and Practice of Stats in Clinical Trials</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 8022</td>
<td>Chronic Disease Epidemiology</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 8043</td>
<td>Human Biological Monitoring and Biological Markers</td>
<td>2</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 8061</td>
<td>Policy and Advocacy for Public Health</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 8062</td>
<td>Understanding Vulnerable Populations</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 8066</td>
<td>Nutritional Epidemiology</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 8079</td>
<td>Epidemiology of Occupations</td>
<td>2</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 9073C</td>
<td>Molecular Epidemiology</td>
<td>2</td>
<td>Elective</td>
</tr>
<tr>
<td>GNTD 8003</td>
<td>Career Opportunities in Biomedical Sciences</td>
<td>2</td>
<td>Elective</td>
</tr>
<tr>
<td>PMM 7051</td>
<td>Introduction to the HIV/AIDS Epidemic</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>PMM 7054</td>
<td>Exploring Public Health in Ghana</td>
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<td>Elective</td>
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**Total Concentration Credits** | **18** |
## Health Education & Promotion Concentration Curriculum

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Required or Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPE 7011**</td>
<td>Foundation of Health Promotion &amp; Education</td>
<td>3</td>
<td>Required</td>
</tr>
<tr>
<td>HPE 7012**</td>
<td>Health Promotion &amp; Education Program Planning</td>
<td>3</td>
<td>Required</td>
</tr>
<tr>
<td>HPE 7013**</td>
<td>Health Promotion &amp; Education Measurement &amp; Evaluation</td>
<td>3</td>
<td>Required</td>
</tr>
<tr>
<td>HPE 7014**</td>
<td>Grant Writing and Resource Development</td>
<td>3</td>
<td>Required</td>
</tr>
<tr>
<td>HPE 7015**</td>
<td>Community Organization &amp; Program Management</td>
<td>3</td>
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**HPE Core Courses - 15 credit hours (grade of B- or above required)**

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<th>Course Title</th>
<th>Credits</th>
<th>Required or Elective</th>
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</thead>
<tbody>
<tr>
<td>PH 7001</td>
<td>Department of Environmental Health Seminar</td>
<td>1</td>
<td>Elective</td>
</tr>
<tr>
<td>HPE 6026**</td>
<td>Stress Reduction</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>HPE 7000**</td>
<td>Human Sexuality and Health</td>
<td>3</td>
<td>Elective</td>
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<tr>
<td>HPE 7001**</td>
<td>Drugs and Society</td>
<td>3</td>
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<tr>
<td>HPE 7002**</td>
<td>Minority and Vulnerable Population Health</td>
<td>3</td>
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<tr>
<td>HPE 7003</td>
<td>International Health Issues</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>HPE 7004</td>
<td>Women’s Health Issues</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>HPE 7005**</td>
<td>Using Technology in Health Promotion and Education</td>
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</tr>
<tr>
<td>HPE 7006</td>
<td>Health Aspects of Aging in Older Adults</td>
<td>3</td>
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**Elective Courses - Select a minimum of 3 credit hours from the following list of elective courses:**

<table>
<thead>
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<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Required or Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPE 7011**</td>
<td>Foundation of Health Promotion &amp; Education</td>
<td>3</td>
<td>Required</td>
</tr>
<tr>
<td>HPE 7012**</td>
<td>Health Promotion &amp; Education Program Planning</td>
<td>3</td>
<td>Required</td>
</tr>
<tr>
<td>HPE 7013**</td>
<td>Health Promotion &amp; Education Measurement &amp; Evaluation</td>
<td>3</td>
<td>Required</td>
</tr>
<tr>
<td>HPE 7014**</td>
<td>Grant Writing and Resource Development</td>
<td>3</td>
<td>Required</td>
</tr>
<tr>
<td>HPE 7015**</td>
<td>Community Organization &amp; Program Management</td>
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**Total Concentration Credits**

18
# Health Services Management Concentration Curriculum

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Required or Elective</th>
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<tbody>
<tr>
<td>PH 8052</td>
<td>Management Theory for Public Health</td>
<td>3</td>
<td>Required</td>
</tr>
<tr>
<td>PH 8054</td>
<td>Quality in Healthcare</td>
<td>3</td>
<td>Required</td>
</tr>
<tr>
<td>PH 8061</td>
<td>Policy &amp; Advocacy in Public Health</td>
<td>3</td>
<td>Required</td>
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### HSM Core Courses - 9 credit hours *(grade of B- or above required)*

### Elective Courses - Select a minimum of 9 credit hours from the following list of elective courses:

<table>
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<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Required or Elective</th>
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</thead>
<tbody>
<tr>
<td>PH 7001</td>
<td>Department of Environmental Health Seminar</td>
<td>1</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 7015</td>
<td>Introduction to Global Health</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 7050</td>
<td>Evidence Based Public Health</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 7083</td>
<td>Epidemiology of Infectious Disease</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 8051</td>
<td>Leadership &amp; Strategy in The Health Sector</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 8053</td>
<td>Innovation in Healthcare</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 8055</td>
<td>Public Health Informatics and e-Health</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 8060</td>
<td>Population Health &amp; Needs Assessment</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 8062</td>
<td>Understanding Vulnerable Populations</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 8070</td>
<td>Global &amp; International Health Systems</td>
<td>3</td>
<td>Elective</td>
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<tr>
<td>GNTD 8003</td>
<td>Career Opportunities in Biomedical Sciences</td>
<td>2</td>
<td>Elective</td>
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<tr>
<td>MGMT 7017</td>
<td>Managing Across Cultures</td>
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<td>Elective</td>
</tr>
<tr>
<td>PMMT 7051</td>
<td>Introduction to the HIV/AIDS Epidemic</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>PMMT 7054</td>
<td>Exploring Public Health in Ghana</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>ANTH 8079</td>
<td>Advanced Topics in Medical Anthropology</td>
<td>3</td>
<td>Elective</td>
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**Total Concentration Credits** 18
## Occupational Public Health Concentration Curriculum

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Required or Elective</th>
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</thead>
<tbody>
<tr>
<td></td>
<td><strong>OPH Core Courses - 12 credit hours</strong></td>
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<tr>
<td>PH 7007</td>
<td>Principles of Occupational Exposure Assessment</td>
<td>2</td>
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<tr>
<td>EIH 8019</td>
<td>Occupational Health, Hygiene, &amp; Safety Workshop I</td>
<td>2</td>
<td>Required</td>
</tr>
<tr>
<td>EIH 8020</td>
<td>Occupational Health, Hygiene, &amp; Safety Workshop II</td>
<td>2</td>
<td>Required</td>
</tr>
<tr>
<td>OCCM7071</td>
<td>Safety and Ergonomics</td>
<td>3</td>
<td>Required</td>
</tr>
<tr>
<td>OCCM7090</td>
<td>Occupational Health Management</td>
<td>3</td>
<td>Required</td>
</tr>
<tr>
<td></td>
<td><strong>Elective Courses - Select a minimum of 6 credit hours from the following list of elective courses:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PH 7001</td>
<td>Department of Environmental Health Seminar</td>
<td>1</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 7050</td>
<td>Evidence Based Public Health</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 7082</td>
<td>Survey of Toxicology</td>
<td>2</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 7083C</td>
<td>Survey of Toxicology II</td>
<td>2</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 8079</td>
<td>Epidemiology of Occupations</td>
<td>2</td>
<td>Elective</td>
</tr>
<tr>
<td>PH 9075</td>
<td>Design and Management of Field Studies</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>OCCM7072</td>
<td>Risk &amp; Hazard Control and Communication</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>OCCM7092</td>
<td>Occupational Medicine Special Topics</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td></td>
<td><strong>Total Concentration Credits</strong></td>
<td>18</td>
<td></td>
</tr>
</tbody>
</table>
PH8090 Practicum Experience
Course Instructions

Credits: 3 credit hours

Course Objective: The goal of the public health Practicum is to demonstrate attainment of MPH competencies (both core and concentration) through applied practice experiences in public health. Specifically, students must demonstrate that their Practicum experience addresses at least 5 competencies from the MPH Program, of which 3 must be core competencies. The additional 2 (or more) demonstrated competencies may be from the MPH core or concentration coursework.

Final Product: Students are required to complete 120 hours of public health practice through the Practicum course. As a final product of the Practicum Experience, students are required to complete Practicum Forms A-E, a Practicum Experience summary, a final presentation.

Course Registration: Students are eligible to register for the Practicum course only after completing the MPH core courses.

The applied Practicum public health practice experience should align with the mission of the MPH Program. Students’ should design their Practicum to fit their career goals. The Practicum experience must be structured to ensure that students address at least 5 MPH competencies. The applied practice experience may also address additional MPH core or concentration-specific competencies as appropriate.

Key steps to complete your Practicum:
(1) Practicum Site – Identify and visit the potential Practicum site to discuss conducting your Practicum on site and determine an employee to be your Practicum preceptor;
(2) Practicum Meeting – Meet with Dr. Murrison or Dr. Ying to discuss your Practicum plans, including your Practicum site, preceptor and project details;
(3) Practicum Registration – Email Dr. Ying/Murrison after your meeting to summarize your Practicum plans and request access to register for the Practicum course;
(4) Practicum Plans and Forms – Discuss your project plans, Practicum instructions and forms, MPH core competencies, and future career objectives with your preceptor to develop plans for your Practicum, and complete Forms Attachments A-C on Blackboard;
(5) Practicum Report – Submit a summary of your Practicum that outlines the attainment of at least 5 MPH competencies at the end of the semester to Blackboard;
(6) Practicum Presentation – Present on your Practicum experience at the end of the semester and submit your PPT slides to Blackboard;
(7) Practicum Forms – Submit Form D (completed by your preceptor) and complete Form E (completed by student) to Blackboard at the end of the semester.
Practicum Site and Preceptor:
Students will choose a Practicum site for their public health practice experience. Students will practice under the supervision of a preceptor. Student preceptors are expected to:

1. Discuss, outline and align the student’s public health practice activities and duties in order to fulfill the goal of the Practicum;
2. Supervise the student’s practice to ensure completion of tasks/responsibilities and a minimum of 120 hours of practice;
3. Evaluate the student’s performance to aid in determining major component of the student’s final grade;
4. Provide feedback and suggestions to help improve the student's practice and the Practicum course in the future.

The preceptor will communicate with the MPH Program routinely to ensure the student's practice meets the goals of both the MPH Program and the Practicum site.

Timeline:
Key dates for the required documents and assignments will be posted on Blackboard. These include submission of:
- Forms A-C
- Submission of Practicum Report
- Submission PowerPoint slides
- Forms D-E

REQUIRED DOCUMENTS and ASSIGNMENTS

Practicum Forms A-E:
- Form A - Practicum Application Form
- Form B - Field Placement Practicum Questionnaire
- Form C - Intended Field Practicum Activities Agreement

Forms A, B, and C must be completed and submitted on Blackboard. Paper and PDF forms will not be accepted. Forms A-C must be submitted to Blackboard at the beginning of the semester.

- Form D - Site Supervisor Final Student Evaluation

Form D must be completed by the Practicum Preceptor and submitted as a PDF file BY THE STUDENT on Blackboard. It is the responsibility of the student to ensure the return and submission of Form D - Site Supervisor Final Student Evaluation – via Blackboard. FAILURE TO SUBMIT THIS FORM WILL RESULT IN AN INCOMPLETE FINAL GRADE. Paper forms will not be accepted. Forms must be submitted to Blackboard at the end of the semester.

- Form E - Student Evaluation of Agency Form

Form E must be completed and submitted on Blackboard. Paper and PDF forms will not be accepted. Forms D and E must be submitted to Blackboard at the end of the semester.
**Practicum Report:**
Students will be required to write a report that summarizes their Practicum Experience. This summary will focus on:

(1) A description of the Practicum project;
(2) A description of the Practicum organization and site supervisor/Practicum preceptor;
(3) A description of the student’s activities;
(4) An explanation of how these project activities address the attainment at least 5 MPH competencies, of which 3 must be core competencies. The additional 2 (or more) demonstrated competencies may be from the MPH core or concentration coursework.

The Practicum Report must be a minimum of 2 pages and a maximum of 5 pages with 11 or 12-point Arial (or similar) font, maximum of double-spaced (or less), and 1” margins.

The Practicum Report must be submitted to Blackboard at the end of the semester. A Practicum Report template is provided on Blackboard.

**Powerpoint Presentation:**
Students will be required to summarize their Practicum experience in a powerpoint presentation at the end of the semester. The powerpoint slides must be submitted to Blackboard before or after the presentation.

Students should send their slides to their preceptor at least one week before the presentation to review and approve. **Students should invite their preceptor to attend the presentation seminar, and inform them of the date, time, and location of the seminar.**

The presentation slides should contain the following key information:
- Name of the Practicum site, starting and ending dates of the Practicum, and frequency (# of days per week, hours per day) of practice
- Projects/studies/activities that the student was involved in through the Practicum
- Student’s role and contributions in Practicum projects/studies/activities
- Justification of how projects/studies/activities helped practice at least 5 of the MPH competencies
- 1 acknowledgement slide is required to thank the preceptor and other colleagues at the Practicum site

**Grade:**
A letter grade (A-F) will be provided for the Practicum course. Your grade will be determined by:

(1) Recommendation of the preceptor through their evaluation Form D;
(2) Submission of all Practicum forms,
(3) Submission of Practicum Report,
(4) Presentation and submission of presentation slides.

***It is the responsibility of the student to ensure return and submission of Form D - Site Supervisor Final Student Evaluation – via Blackboard. Students are held to the UC Code of Student Conduct in submitting Form D without alteration of the preceptor's final evaluation. Form D must reflect a positive review on the student's performance while working at the Practicum site in order for the student to receive a passing grade.***
Practicum Sites Outside of the Cincinnati Area
Many excellent practicum sites are located outside the greater Cincinnati area. Practicum sites outside of the Cincinnati area provide students with the opportunity to work in some of the country’s best public health organizations. All practicum sites outside of Cincinnati must be approved by the program director prior to the student’s placement. International students will need to report all travel and practicum placement outside of Cincinnati with the UC International Student Office. For both domestic and international students, the submission of the practicum forms through canopy is required.

Practicum Compensation
The practicum experience is designed to provide the student with valuable work experience in their concentration field while they are fulfilling the credit requirements of the MPH degree; thus, the practicum experience is an unpaid experience.

Possible Practicum Sites
In the past, MPH students at the University of Cincinnati have completed their practicum experiences at some of the following sites:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crossroads Health Center</td>
<td>Cincinnati, OH</td>
</tr>
<tr>
<td>Cincinnati Health Department</td>
<td>Cincinnati, OH</td>
</tr>
<tr>
<td>Hamilton County Public Health Department</td>
<td>Cincinnati, OH</td>
</tr>
<tr>
<td>Northern Kentucky Health Department</td>
<td>Edgewood, KY</td>
</tr>
<tr>
<td>CHI Health at Home</td>
<td>Milford, OH</td>
</tr>
<tr>
<td>Interact for Health</td>
<td>Cincinnati, OH</td>
</tr>
<tr>
<td>Center for Closing the Health Gap</td>
<td>Cincinnati, OH</td>
</tr>
<tr>
<td>Health Care Access Now</td>
<td>Cincinnati, OH</td>
</tr>
<tr>
<td>CDC/NIOSH</td>
<td>Cincinnati, OH</td>
</tr>
<tr>
<td>College of Medicine University of Cincinnati</td>
<td>Cincinnati, OH</td>
</tr>
<tr>
<td>College of Nursing University of Cincinnati</td>
<td>Cincinnati, OH</td>
</tr>
<tr>
<td>Cincinnati Children’s Hospital</td>
<td>Cincinnati, OH</td>
</tr>
<tr>
<td>Gaitonde Centre for AIDS Research and Education (YRG CARE)</td>
<td>Chennai, India</td>
</tr>
</tbody>
</table>
Practicum Site Supervision

Practicum Philosophy for the Site Supervisor
Supervising a practicum is both a challenging and rewarding experience. The challenge lies in providing worthwhile and meaningful experiences for the practicum student so he/she can utilize the skills learned during academic preparation in the MPH program. Further, it must be noted that the practicum student is going to look up to the site supervisor as a role model. The attitudes, beliefs and skills modeled by the site supervisor will mold the way a student views and functions in the profession for years to come. This is an important responsibility for the site supervisor to assume, and certainly one that should not be taken lightly. For the conscientious site supervisor who takes the time to plan a worthwhile experience and then guides the student through it, the rewards will be great. The practicum experience will provide your organization with an extra "staff member" for fourteen weeks. In this time, hopefully this "extra staff person" will be able to complete projects that would not be completed otherwise. Often the student practicums bring new ideas to an organization that may translate into planning and implementation of new programs. In addition, you will have the chance to mentor a young professional through one of the most critical times in his/her professional development, and the satisfaction to be gained from this can be tremendous.

Practicum Student Expectations for the Site Supervisor
MPH students should be prepared to work in community/public health, settings by completing extensive coursework and a variety of practical experiences. The primary purpose of the practicum is to provide students the opportunity to apply the knowledge, skills, and competencies learned in the classroom to a practical “real world” setting. The practicum provides students with on-site work experience that assists them in developing or further refining the basic competencies and sub-competencies required of entry-level public health educators and practitioners. Practicum students join an agency as staff members and are expected to function professionally while learning from the opportunities provided.
Responsibilities of Practicum Agency Site Supervisors

1) When contacted by prospective practicum students, schedule an interview to meet the student and discuss the practicum possibilities at your site.

2) Confirm the student’s placement in the practicum when contacted by the MPH Program Director.

3) Prior to your practicum student arriving on site, make a list of projects and work assignment you would like the practicum to take responsibility for during the term. Also review the Field Practicum Planning Questionnaire that the student should have provided along with his/her resume at the time of the interview.

4) Complete the Intended Field Practicum Activities Agreement (Form C) with the practicum student.

5) Monitor the student practicum’s hours. The number of total hours required of the student completing the practicum (PH8090) is 120 over a 15 week period. The number of total hours required of the student completing the Extended Practicum (PH8095) is 240 over a 15 week period.

6) Establish a weekly meeting time with the practicum student to monitor progress, present future assignments, discuss issues, etc.

7) Complete a midterm evaluation of the student by the end of week #7. Mock up a final evaluation form and discuss it with the student. This should be used as a means of identifying strengths and areas needing improvement.

8) Meet with the MPH Program Director during a pre-scheduled site visit when requested to do so.

9) Complete and sign the Site Supervisor Final Student Evaluation (Form D) by the end of week #14. The student will provide you with this date. Note that your signature confirms the student has completed all required practicum hours in an acceptable manner. The original signed form must be submitted to the MPH Program Director.

Suggested Guidelines for Practicum Supervision

1) **ORIENT THE STUDENT** - Send students an informational packet prior to arrival on site. On the first day, help acquaint the practicum student with the physical structure of your facility and with individuals that will be working with them. Orient the student to the everyday workings of the office, procedures to follow, general work assignments, etc.

2) **INCLUDE THE STUDENT** - Make the practicum student feel like a part of the staff and not just an outside observer. Include the practicum student in staff meetings and in the decision-making process whenever possible.

3) **ASSIGN LONG-TERM PROJECTS** - Each practicum student should be given one or more long-term projects to work on over the course of the semester.

4) **MAKE PRACTICUMS WORTHWHILE** - The practicum student should feel they are doing something meaningful. Although it is important for students to see the full scope of operations, do not assign extensive clerical or busy work.
5) **GIVE VARIETY TO THE PRACTICUM** - Assign a variety of tasks to students to help demonstrate the range of activities performed in your position. Demonstrate how you use public health principles in your job.

6) **DO NOT UNDERESTIMATE ABILITY** – Practicum students are highly motivated, extensively trained health professionals in training. They have valuable ideas and skills to offer.

7) **GUIDE SELECTIVELY** - Help the practicum student, but do not direct every move. Let the student use their own judgment whenever possible. Provide opportunities for increased responsibility and independent work.

8) **BE ACCESSIBLE** – Weekly meetings with the practicum student are mandatory. These meetings should be used to review the student’s performance, acknowledge student’s success, and discuss concerns if problems exist. If problems arise, provide concrete suggestions for improvement and set goals for the upcoming week. In addition to weekly meetings, attempt to work with the student on a daily basis reinforce concepts and address more immediate concerns.

**Site Supervisor Required Forms**
The practicum experience will require the Site Supervisor to submit and provide their signature on the following forms to the MPH program director.

1) **Form C: Intended Field Practicum Activities Agreement Form** – will be completed at the beginning of the practicum experience and will outline the agreed upon activities that a student will complete while working at the Practicum Site.

2) **Form D: Site Supervisor Final Student Evaluation** – will be completed at the end of the student’s practicum experience by the supervisor. This form provides a chance for the supervisor to evaluate the student’s performance.
PH8096/8097 Capstone
Course Instructions

Credits: 6 credit hours total

Course Objective: This course is designed for MPH students to complete their Culminating Experience for integrative learning. The goal of the Capstone is to demonstrate your ability to synthesize and integrate your knowledge of the MPH foundational core and concentration competencies. Students in consultation with faculty will select foundational core and concentration-specific competencies appropriate to your educational and professional goals. The Capstone integrative learning experience may take many forms, such as a practice-based or research-based project.

Final Product: Regardless of form, students are required to produce a high-quality written product that is appropriate for your educational and professional objectives. Written products may include the following: research paper/manuscript, program evaluation report, grant proposal, training manual, policy statement, legislative testimony with accompanying supporting research, etc. Ideally, the written product is developed and delivered in a manner that is useful to external stakeholders.

Course Registration: Students are eligible to register for the Capstone Culminating Experience course after completing the MPH core courses and meeting with the Culminating Experience Director.

Students completing a Capstone will demonstrate their ability to understand a problem, articulate solutions, think critically about public health issues, and demonstrate learning in both written form and oral presentation.

Key steps to complete your Capstone:

1. **Capstone Project** – Meet with MPH faculty or other researchers/practitioners to discuss your plans and identify a Capstone project;
2. **Capstone Committee** – Identify and contact faculty to serve on your Capstone Committee as a chair or a member(s);
3. **Capstone Course Meeting** – Meet with Dr. Murrison (or Dr. Ying) to discuss your Capstone plans, including your supervisor, committee and project details;
4. **Capstone Registration** – Email Dr. Murrison after your meeting to summarize your capstone plans and request access to register for the course;
5. **Capstone Outline** – Discuss your project plans, Capstone instructions, MPH concentration competencies, and future career objectives with your supervisor/committee to develop plans for your Capstone, and submit an outline to Blackboard;
6. **Capstone Presentation** – Present on your Capstone at the end of the semester and submit your PPT slides to Blackboard;
7. **Capstone Paper** – Submit your Capstone paper to Blackboard and a hard copy to the MPH director’s office library in end of the semester. If the course will be completed over 2 semesters, then students must submit an interim report.
8. **Capstone Committee Evaluation** – Submit your Capstone Committee’s Evaluation of your Capstone paper to Blackboard at the end of the semester.
Capstone Committee:
Students completing a Capstone for their Culminating experience will form a committee to guide the student through the conduct of their project/research, preparation and completion of the Capstone document. The committee should consist of:

- 1 chair, must be faculty from MPH Program
- At least one member, must be faculty from MPH Program or an affiliate

Timeline:
Key dates for the required documents and assignments will be posted on Blackboard. These include submission of:

- Capstone project outline
- Capstone interim report if project completed over 2 semesters
- Capstone paper
- Capstone PPT slides

REQUIRED DOCUMENTS and ASSIGNMENTS
Capstone Outline:
At the beginning of the semester, students should meet with their committee to discuss and create an outline and timeline for the Capstone project and final document. The approved outline will be submitted to Blackboard (committee signatures are not required).

Capstone Interim Report:
If the student plans to complete the Capstone over 2 semesters, an interim report needs to be submitted. This report should be reviewed and approved by the committee at the end of the first semester. Students will submit the report to Blackboard (committee signatures are not required).

Capstone Paper:
The final product of the Capstone is the final a high-quality written document that is appropriate for your educational and professional objectives. The final product must contain a Conclusion that includes an assessment of how the student integrated at least 3 MPH core competencies and 5 concentration competencies through their Culminating Capstone Experience.

Written products may include the following: research paper/manuscript, program evaluation report, grant proposal, training manual, policy statement, legislative testimony with accompanying supporting research, etc. Ideally, the written product should be developed and delivered in a manner that is useful to your Capstone Committee and external stakeholders.

A Capstone Research Paper should contain the following:
1. Title page including the project title, committee member names, student’s name, and paper submission date,
2. Acknowledgement section,
3. Table of contents,
4. Abstract,
5. Introduction with literature review and background,
6. Materials and methods including the analytical plan,
7. Results,
8. Discussion,
9. Conclusion including assessment of MPH competencies,
A Capstone Non-Research Paper should contain the following:
1. Title page including the project title, committee member names, student’s name, and paper submission date,
2. Acknowledgement section,
3. Table of contents,
4. Abstract,
5. Introduction with literature review and background,
6. Other sections as determined by the Capstone Committee,
7. Discussion,
8. Conclusion including assessment of MPH competencies,
9. References.

A Capstone Grant Proposal Paper should contain the following:
The grant proposal is NOT required to be submitted to a funding agency. Students are advised to follow the PHS398 template for a grant proposal (see Blackboard). The instructions for the PHS398 template are available for students to read. In particular, students must follow Sections of 5.5.2 and 5.5.3 in preparing the grant proposal. The proposal must contain:
1. Title page including the project title, committee member names, student’s name, and paper submission date,
2. Acknowledgement section,
3. Table of contents,
4. Grant application face page,
5. Abstract/project summary,
6. Key personnel page,
7. Budget page,
8. Resource page,
9. Specific aims,
10. Justification of the significance of the proposal (Introduction with literature review and background),
11. Justification of innovation of the proposal,
12. Detailed approach including plans for study design, methods and analysis,
13. References,
14. NIH biosketch of the PI (student),
15. Conclusion including assessment of MPH competencies.

The Capstone committee may suggest a modified format in order to fit the specific needs of the research project and presentation. Students are advised to review sample Capstone/Thesis papers that are available in the MPH director’s office.

Submission:
The Capstone paper must be submitted after approval of the committee. Students must submit 2 copies: 1 copy as a PDF file to Blackboard and 1 copy as a bound hard copy for the MPH Library (in Dr. Ying’s office suite). Traditionally, students may have multiple hard copies printed to give to the committee chair, members and family members.
**Capstone Committee Evaluation:**
Students are required have their Capstone Committee evaluate their final documents (Interim Report or Capstone Paper) using the **Capstone Committee Evaluation Form** during each semester that they are registered for the Capstone course. Students are required to submit a PDF of their Committee’s Evaluation of their final Capstone Paper or Interim Report on Blackboard.

***It is the responsibility of the student to ensure completion, return and submission of the Capstone Committee Evaluation Form. FAILURE TO SUBMIT THIS FORM WILL RESULT IN AN INCOMPLETE FINAL GRADE.***

***Students are required to provide their Committee with a copy of the MPH Concentration Competencies for their selected MPH Concentration to complete the Capstone Committee Evaluation Form. A list of MPH Concentration Competencies for all concentrations can be found on Blackboard.***

**Powerpoint Presentation:**
Students are required to summarize their Capstone experience in a powerpoint presentation at the end of the semester. If the student plans to complete the Capstone in two semesters, then they will have to present in each semester. The powerpoint slides must be submitted to Blackboard after the presentation.

Students should send their slides to their committee at least one week before the presentation to review and approve. **Students should invite their committee members to attend the presentation seminar and inform them of the date, time, and location of the seminar.** It is up to the committee chair and member(s) to decide if they will attend the presentation. The committee may make their own decision on a presentation from the student as a way to evaluate the student’s performance. This will be determined between the student and the committee.

**The presentation slides should contain the following key information:**
- Title of the Capstone
- Projects/studies/activities that the student was involved in through the Capstone
- Student’s role and contributions in Capstone projects/studies/activities
- Justification of how projects/studies/activities helped develop, integrate and synthesize at least 2 MPH core competencies and 3 concentration competencies
- 1 acknowledgement slide to thank the Capstone committee

**Capstone Grade:**
A letter grade (A-F) will be provided for the Capstone course. Your grade will be determined by:
1. Recommendation of the Capstone Committee Chair.
2. Submission of the Capstone Committee’s Evaluation Form on Blackboard.
3. Submission of all documents on Blackboard: Capstone Outline, final Capstone Paper or Interim Report.
5. Presentation and submission of presentation slides on Blackboard.

***It is the responsibility of the student to ensure return and submission of the Capstone Committee Evaluation via Blackboard. Students are held to the UC Code of Student Conduct in submitting the Capstone Committee Evaluation without alteration of the committee’s final evaluation.***
PH8098/8099 Thesis

Course Instructions

Credits: 6 credit hours total

Course Objective: This course is designed for MPH students to complete their Culminating Experience for integrative learning using the Thesis paper format. The goal of the Thesis is to demonstrate your ability to synthesize and integrate your knowledge of the MPH foundational core and concentration competencies. Students in consultation with faculty will select foundational core and concentration-specific competencies appropriate to your educational and professional goals.

Final Product: Students are required to produce a high-quality written product using the Thesis paper format that is appropriate for your educational and professional objectives. Ideally, the Thesis product is developed and delivered in a manner that is useful to external stakeholders.

Course Registration: Students are eligible to register for the Thesis Culminating Experience course after completing the MPH core courses and meeting with the Culminating Experience course instructor.

Students completing a Thesis will demonstrate their ability to understand a problem, articulate solutions, think critically about public health issues, and demonstrate learning in both written form and oral presentation.

Key steps to complete your Thesis:

1. Thesis Project – Meet with MPH faculty or other researchers/practitioners to discuss your plans and identify a Thesis project;

2. Thesis Committee – Identify and contact faculty to serve on your Thesis Committee as a chair or a member(s);

3. Thesis Course Meeting – Meet with Dr. Murrison (or Dr. Ying) to discuss your Thesis plans, including your supervisor, committee and project details;

4. Thesis Registration – Email Dr. Ying/Murrison after your meeting to summarize your thesis plans and request access to register for the course;

5. Thesis Outline – Discuss your project plans, Thesis instructions, MPH concentration competencies, and future career objectives with your supervisor/committee to develop plans for your Thesis, and submit an outline to Blackboard;
(6) **Thesis Statement of Intent** – Statement of Intent (SOI) should be submitted to the Degrees Committee for approval through the DEH Graduate Studies Office and also through the student’s advisor early in the Thesis project timetable;

(7) **Thesis Presentation** – Present on your Thesis at the end of the semester and submit your PPT slides to Blackboard;

(8) **Thesis Paper/Report** – Submit your Thesis paper to Blackboard and a hard copy to the MPH director’s office library in end of the semester. If the course will be completed over 2 semesters, then students must submit an interim report.

**Thesis Committee:**
Students completing a Thesis for their Culminating experience will form a committee to guide the student through their research, preparation and completion of the Thesis paper. The committee should consist of:
- 1 chair, must be faculty from MPH Program
- At least one member, must be faculty from MPH Program or an affiliate

The committee must be composed of at least two full-time faculty members with professorial rank, at least one of whom is a member of the All-University Graduate Faculty. Typically, the academic advisor is the Chair of the Thesis Committee. The advisor may act as chair, convener, and voting member of the Thesis Committee. This Committee will make the final judgment on acceptability of the Thesis by a unanimous vote if there are only two members or with no more than one dissenting vote if more than two members.

**Timeline:**
Key dates for the required documents and assignments will be posted on Blackboard. These include submission of:
- Thesis project outline
- Thesis statement of intent
- Thesis interim report if project completed over 2 semesters
- Thesis paper
- Thesis PPT slides

**REQUIRED DOCUMENTS AND ASSIGNMENTS**
***It is critical that students review and follow all of the UC Graduate School Guidelines for completion of their MPH Thesis (https://grad.uc.edu/student-life/etd.html).***

**Thesis Outline:**
At the beginning of the semester, students should meet with their committee to discuss and create an outline and timeline for the Thesis project and paper. The approved outline will be submitted to Blackboard (committee signatures are not required).

**Thesis Statement of Intent**
The Statement of Intent (SOI) for the MPH Thesis should be submitted to the Degrees Committee for approval through the DEH Graduate Studies Office and also through the student’s advisor early in the Thesis project timetable (i.e., the Degrees Committee would like to review the Statement of Intent before the majority of the data are collected). Students must meet with their advisor to...
create a timetable for completion. MPH Statements of Intent can be submitted before all qualification requirements are met (i.e., IRB approval complete). Early submission of the SOI is critical as the Degrees Committee may prepare comments on the SOI, or return it with a request for modifications or more information. The SOI should be a brief (not to exceed 3 single-spaced pages excluding references and time table) description of the proposed Thesis. The following headings should be used when writing the statement:

- Background
- Objectives
- Hypothesis
- Specific aims
- Methods
- Significance/Relevance to Environmental Health
- Time Table for Completion
- Note concerning Institutional Review Board (IRB) and Institutional Animal Care & Use Committee (IACUC) approval
- References

The statement should indicate that the work will demonstrate the student's powers of critical evaluation. The student and advisor are to suggest names of those willing to serve as members of the Thesis Committee to the Degrees Committee.

**Thesis Interim Report:**
If the student plans to complete the Thesis over 2 semesters, an interim report needs to be submitted. This report should be reviewed and approved by the committee at the end of the first semester. Students will submit the report to Blackboard (committee signatures are not required).

**Thesis Paper:**
The final product of the Thesis is the final paper. The Thesis paper should contain the following:

1. Title page including the project title, committee member names, and student's name, and paper submission date,
2. Acknowledgement section,
3. Table of contents,
4. Abstract,
5. Introduction with literature review and background,
6. Materials and methods, including the analytical plan,
7. Results,
8. Discussion,
9. References.

The Thesis committee may suggest a modified format in order to fit the specific needs of the research project and presentation. Students are advised to review sample Thesis papers that are available in the MPH director's office.

***It is critical that students review and follow all of the UC Graduate School Guidelines for completion of a MPH Thesis (https://grad.uc.edu/student-life/etd.html).***
Submission: The Thesis paper must be submitted after approval of the committee. Students must submit 2 copies: 1 copy as a PDF file to Blackboard and 1 copy as a bound hard copy for the MPH Library (in Dr. Ying’s office suite). Traditionally, students may have multiple hard copies printed to give to the committee chair, members and family members.

Upon completion the MPH thesis will be submitted electronically through the student’s graduation checklist to ETD or the Electronic Theses and Dissertations Center (OhioLINK). ETD is a free online database of masters’ theses and doctoral dissertations from graduate students in participating Ohio colleges and universities. It can take up to 6 weeks to prepare your thesis or dissertation for electronic submission. Students should reference the ETD submission deadline dates, required page order, formatting guidelines, and ETD frequently asked question page on the UC Graduate School webpage often (https://grad.uc.edu/student-life/etd.html).

University of Cincinnati Institutional Review Board (IRB)
All human research projects must be submitted to and approved by the University of Cincinnati Institutional Review Board (IRB). Projects originating in and/or involving other institutions (e.g., Children’s Hospital) must also have approval of that institution’s IRB. Other permissions may apply (e.g., animal care, radiation safety).

Powerpoint Presentation:
Students will be required to summarize their Thesis experience in a powerpoint presentation at the end of the semester. If the student plans to complete the Thesis in two semesters, then they will have to present in each semester. The powerpoint slides must be submitted to Blackboard after the presentation.

Students should send their slides to their committee at least one week before the presentation to review and approve. Students should invite their committee members to attend the presentation seminar and inform them of the date, time, and location of the seminar. It is up to the committee chair and member(s) to decide if they will attend the presentation. The committee may make their own decision on a presentation from the student as a way to evaluate the student’s performance. This will be determined between the student and the committee.

The presentation slides should contain the following key information:
- Title of the Thesis
- Projects/studies/activities that the student was involved in through the Thesis
- Student’s role and contributions in Thesis projects/studies/activities
- Justification of how projects/studies/activities helped develop the MPH concentration competencies
- 1 acknowledgement slide to thank the Thesis committee

Course Grade:
A letter grade (A-F) will be provided for the Thesis course. Your grade will be determined by:
(1) Recommendation of the Thesis Committee Chair;
(2) Submission of all documents including the final Thesis paper in both electronic version and hard copy, the outline and/or the interim report.
(3) Presentation and submission of presentation slides.
Information concerning the Thesis form, submission deadline dates, and the mechanics of preparing the final draft and abstract can be located on-line at [https://grad.uc.edu/student-life/etd.html](https://grad.uc.edu/student-life/etd.html)

1. Thesis Research
   a. Thesis research may be part of the ongoing work of the Thesis laboratory but must be separately identifiable. The Thesis research should reflect advisor guidance but mainly be the independent work of the student.
   b. It is the responsibility of the student and the faculty advisor to see that a Thesis Committee is formed and that the research plan is finalized. The Thesis Committee must confirm that the student’s work is not, to a large extent, carried out by technical assistants or other personnel.
   c. A Thesis may be written in the form of a publishable research paper, conforming to the publication guidelines of the student's journal of choice (e.g., *JAMA, Pediatrics, AJE, etc.*). This option must be approved by the student’s Thesis Advisor and Thesis Committee. The research must be conducted while the student is enrolled in the program and the student must be the first author of the manuscript. The manuscript should not be submitted for publication until approval by the Thesis Committee. The student must place an embargo on the Thesis prior to submission of his or her manuscript for publication (see section 5 for further instructions).
   d. After approval of the original topic by the Degrees Committee, any major change from one Thesis topic to another is not permitted until approval of the new Thesis topic is given by the Degrees Committee.
   e. In agreement with the function of the Thesis Committee, as specified by the rules of the University of Cincinnati Graduate School, any decisions about the quantity and quality of the work done are the responsibility of the Thesis Committee.
   f. After the student leaves the University the Thesis research results may be used as the basis for continuing investigations by the student and/or by the laboratory in which the Thesis research was done. The student and the laboratory are entitled to retain copies of the data and analyses for their use.

2. Policy for External Thesis Research for Master's Degree Program.
Thesis research outside the department requires careful coordination between the department and the collaborating institution. There are circumstances where it is in the interest of the student, the department, and an outside laboratory of academic stature, such as elsewhere in the University, or at a Federal Agency, to permit pursuit of graduate Thesis research outside the department. The requirements of external Thesis research are:
   a. Approval by the Department Degrees Committee based on a written statement of justification;
   b. A departmental faculty advisor who has expertise in the field of Thesis research;
   c. Appointment of the external supervisor to the Thesis Committee;
   d. An explicit understanding that, as in the case for Thesis research carried out within the department, every effort will be made to ensure that the Thesis research, when initiated, will be supported to its conclusion;
e. Adherence to the same rules and governance procedures used for Thesis research within the department. These include the clear understanding that the results are available for publication as a Thesis and in the open literature, and it is the responsibility of the Thesis Advisory Committee to make final decisions about the direction and extent of work. Attention is also drawn to the requirement that the Thesis Advisory Committee meet at least twice each year;

f. The Degrees Committee shall receive and place into the student’s file a letter signed by the external supervisor, indicating understanding and acceptance of these guidelines.


a. The UC IRB must review and approve all theses or dissertation projects conducted to meet the requirements of a graduate degree that involve human subjects research.

b. The UC IRB may accept CCHMC as the IRB of record for UC student projects that involve human subjects research. In addition, UC has a MOU with CCHMC and CCHMC is listed on the UC FWA.

<table>
<thead>
<tr>
<th>Location of Research</th>
<th>IRB Approval Status</th>
<th>Required Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>UC or CCHMC</td>
<td>UC IRB Approved</td>
<td>Submit modification request to UC IRB to add student to the study as a sub-investigator.</td>
</tr>
<tr>
<td>CCHMC</td>
<td>Exempt</td>
<td>Complete and submit the “Determining Whether a Proposed Activity is Human Research According to DHHS or FDA Regulatory Definitions” form available at Contact a CCHMC IRB staff member to request a “reliance review” from UC IRB. UC IRB will review the materials submitted to CCHMC and notify the student via email of its determination.</td>
</tr>
<tr>
<td>CCHMC</td>
<td>CCHMC IRB Approved</td>
<td>Submit modification request to CCHMC IRB to add student to the study as a sub-investigator. Copy UC IRB on request. Does not require UC IRB approval.</td>
</tr>
<tr>
<td>CCHMC</td>
<td>CCHMC IRB approved and accepted by the UC IRB as the IRB of record</td>
<td></td>
</tr>
<tr>
<td>UC</td>
<td>none</td>
<td>Student must submit the project to UC IRB for review with their faculty advisor as a Co-Principal Investigator.</td>
</tr>
<tr>
<td>CCHMC</td>
<td>None</td>
<td>When the student submits materials to CCHMC IRB, also request a “reliance review” from UC IRB. CCHMC will be the IRB of record, but UC IRB will also notify the student via email of its</td>
</tr>
</tbody>
</table>

4. Embargo of Thesis
You can request an embargo be placed on your thesis for two years initially, with the option of extending the embargo a third year. An embargo is simply a hold on publishing your thesis in OhioLINK. If you plan to submit your thesis in part or whole for publication it is vital that you embargo your work for a period of time. Some journals still consider a thesis that is published on the internet a “publication.” In order to avoid the fact or appearance of a “duplicate” publication it is important to embargo your document. You request an embargo electronically when you upload
your thesis for final approval by your chairperson. As a further protection, you should acknowledge in any submitted manuscripts based upon your graduate research that the work was completed in partial fulfillment of the requirements for the MPH. See your advisor if you have any questions regarding the embargo of your work.

5. Submitting your Thesis
The University of Cincinnati Electronic Thesis or Dissertation (ETD) website has all the details you need to submit your final thesis: http://grad.uc.edu/student-life/etd/. In short, you will need to submit your full thesis in PDF form to OhioLINK following the directions on the ETD website, along with a scanned PDF of your fully signed Committee Approval form. If you publish part or all of your thesis, you should add the following acknowledgement to your publication: “This work was completed in partial fulfillment of the Master of Public Health in the Department of Environmental Health, Division of Public Health Sciences, University of Cincinnati College of Medicine. The advisor must approve a thesis after it is uploaded to ETD, so the student should submit early to allow the advisor time to submit approval.”
End of Semester Culminating Experience Presentations

To be assigned a final grade for your CE, you must give a final presentation summarizing your work. The presentation must take place during the semester in which you are registered for the CE on the last Friday of the semester prior to exam week. Towards the end of the semester the MPH program director will tell you where to upload your final documents and PowerPoint slides on Canopy and tell you your scheduled presentation time.

A few important details to keep in mind for the presentation:

1) You will prepare a PowerPoint presentation. Be sure to bring the file with you on a flash drive on your assigned presentation date.
2) Your presentation should reflect the experience you gained from your practicum or other cumulative experience (such as thesis, capstone, or grant proposal).
3) You should acknowledge your supervisor, your committee chair/members in your presentation (list their names in the beginning or at the end of your presentation). You are encouraged to invite your supervisor and your committee chair/members to your presentation.
4) You should arrive at least 30 minutes before your presentation and stay for two or more presentations after you present to support your peers.
5) Dress appropriately for your presentation; business casual is recommended.
6) You will submit your PowerPoint slides in a designated area or “meta-course” on Canopy before the assigned deadline date set by the MPH program director.
7) If you are registered for PH 8090 Practicum you will also submit Forms A-E in Canopy. (If you have already submitted some or all forms to the MPH program director via email or in person you will resubmit them in Canopy)
8) If you are registered for the thesis (PH8098/8099) or capstone (PH8096/8097), you will have to submit your paper both in bound hard copy format (book or portfolio) and electronic format. If you cannot submit the hard copy booklet to the MPH program director by the due date, you can submit a copy of the printing invoice in Canopy and deliver the hard copy to the MPH program director once it becomes available in order to receive the full credit.
ACADEMIC GUIDELINES, POLICIES & RESOURCES

Academic Code of Conduct

Academic misconduct or dishonesty is defined in the University of Cincinnati Student Code of Conduct. Academic misconduct includes, but is not limited to: acts of cheating, plagiarism, falsification, and misappropriation of credit. The Student Code of Conduct defines behavior expected of all University of Cincinnati students. It is each student’s responsibility to know and comply with the University’s Student Code of Conduct. Disciplinary procedures are explained in a step-by-step manner, and the procedures for appeal of decisions are stated. The University of Cincinnati Student Code of Conduct can be found here: www.uc.edu/conduct/Code_of_Conduct.html.

Grievance Policy

The University of Cincinnati Graduate School expects the resolution of disputes involving graduate students in a fair and collegial manner within their own departments. In the Department of Environmental Health, students can speak confidentially to the Graduate Studies Director who will determine an appropriate way to assist the student in addressing the concern. This may involve discussions with faculty within the Department, the Department Chair, or the Associate Dean for Graduate Education in the College of Medicine. The Associate Dean for Graduate Education hosts monthly lunches with students from all departments in the College of Medicine. When student concerns are voiced at these meetings, the Graduate Studies Director from the respective department is contacted, and means by which to address the student concern are discussed. MPH students are among the students who attend lunch sessions as representatives of the Department of Environmental Health. In addition, the MPH Student Committee can bring issues of concern to the MPH Director or the Department’s Graduate Studies Director, who will collaborate to work out a solution.

Per the Graduate School Handbook (http://grad.uc.edu/student-life/graduate_studenthandbook.html; pg. 72), the Graduate Student Grievance Procedures (http://grad.uc.edu/student-life/policies/grievances.html) establish a formal academic process for graduate students to request review and redress of certain complaints arising out of their academic relationships with their programs, their colleges, or the university. The grievance begins with a mediation process and may proceed, if necessary, through the more formal review and decision or appeal processes. In general, however, it is expected that grievances will be resolved by the parties within their programs. Students are encouraged to seek assistance from the university Ombuds Office for possible resolution before initiating the formal grievance process. Students, faculty and staff should note that Grievance Procedures are NOT legal protocols. They are, however, effective means by which to resolve conflicts. The
Graduate School endorses these procedures and expects all programs and students involved to follow them according to the established guidelines. No outside parties, such as lawyers, ministers, and family members, are allowed to participate in or impose upon the procedures. The Graduate Student Grievance Procedures cannot supplant final sanctions stemming from the University of Cincinnati Student Code of Conduct process. There is a time limit to filing a grievance: it must be filed within 60-90 working days of the alleged improper mistreatment. The procedures are applicable to the following types of grievances:

- grievances alleging improper dismissal or suspension from a graduate program;
- grievances alleging the improper withholding or termination of financial support of any kind;
- grievances alleging any other improper treatment, either substantive or procedural, of a graduate student by a staff or faculty member or university agency except:
  - allegations of improper evaluation of the quality and/or quantity of academic work, which a student cannot grieve;
  - allegations of unfair recommendation for employment or further graduate study, which a student cannot grieve.
- allegations of discriminatory treatment arising from the student complainant’s disability, race, color, religion, national origin, ancestry, medical condition, genetic information, marital status, sex, age, sexual orientation, veteran status or gender identity and expression, which are handled separately by the UC Office of Equal Opportunity and Access.
- allegations of discrimination and sexual harassment will be handled according to the university discrimination procedure as outlined by University of Cincinnati’s Notice of Non-Discrimination.

Minimum Academic Performance

Full-time MPH students must be registered for at least 10 graduate credit hours per semester. If a student is registered for at least one (1) graduate credit, he or she will maintain part-time graduate student status throughout the entire academic year, fall through summer. In order to obtain a MPH Degree, a student must maintain a 3.0 GPA (B average) or higher. In addition, at least 2/3 of the minimum graduate credits necessary for the degree must be at a grade level of B or higher. Students are reminded that they cannot graduate with I or NG grades on their records. Students should keep their Advisors and the Graduate Studies Office well informed of their degree status and intentions.

GPA Requirements

In order to obtain a MPH degree from the University of Cincinnati, a student must accumulate a grade point average (GPA) of at least 3.0. Students are expected to attain a grade of B- or above in each of the following courses: (1) all MPH core courses, (2) the practicum course (PH8090), (3) the culminating experience courses (4) all required concentration courses (if applicable) plus other selective concentration courses that are accumulated to a total of 18 credit hours.
Standards and procedures for probation, suspension, and dismissal from the program
All students must maintain an overall B average [3.0] and to obtain grades of A or B in all required courses. Failure to do so will result in students’ moving to Probation status, and failure to reconcile the issue within one academic year will result in dismissal of the student from the program. Students on academic probation can lose funding from their mentor and/or the University. Students on probation are expected to develop a plan to improve their studies with input from their advisor(s). Students on probation for more than 1 semester may be asked to leave the program if there is no measurable improvement.

Minimum Registration
To maintain graduate status at the University of Cincinnati, students must register at UC for at least one graduate credit that contributes to degree requirements (as determined by the graduate program) in an academic year. If the student is registered for at least one graduate credit, he/she will maintain graduate student status throughout the entire academic year, fall through summer. (Credits that are audited or in which a student receives a W or UW do not count toward the minimum credit requirement). A student whose status has automatically terminated because of failure to register during an academic year will no longer be considered a graduate student but may seek reinstatement (see Reinstatements). Also note that students must register for at least one graduate credit hour during each semester (excluding summer semester) if using university resources such as libraries, university housing, campus laboratories, office space, equipment, recreational or computer facilities.

MPH Candidacy
Students are not required to submit formal applications for MPH candidacy. However, to maintain status as a graduate student and thus be eligible for a graduate degree, students must register for one (1) credit each academic year. In addition, students are required to register for at least one (1) credit during each semester that they wish to use University Resources (excluding summer semester). A student becomes a candidate for the MPH degree upon matriculation in the MPH concentration to which he/she has been admitted. A student must be a candidate for at least one semester before the degree is granted.

Degree Time Limitations
Students need to register for at least 1 credit hour per academic year to maintain active status. A student pursuing the MPH degree must complete all requirements no later than five (5) years from the date of matriculation into the program. Under extenuating circumstances, students may petition the University Dean, through their department and college, for extension of the time limit. Petitions must be submitted on the approved Graduate Petition for Reinstatement and/or Extension Form available on-line at: https://grad.uc.edu/student-life/graduate_studenthandbook/maintaining_graduatesudentstatus/extensions.html. Students who have not been enrolled in classes for more than three years are not eligible for reinstatement and must reapply for admission to the University.
**GradeChanges**

A change of grade is only appropriate for grades of I (Incomplete), an NG (no grade), an SP/UP, or an error made by the instructor. Instructors may change a grade of I, NG, SP or UP grade online for one calendar year minus eight days. To request a change of grade for a non-research course for graduate credit after this period, the instructor must do an official, paper change of grade form and forward to the Associate University Dean of Graduate Studies along with a reason for requesting the grade change. The Associate Dean will approve or deny the request as the consideration of the reason for the change. In no case is the student to have possession of an official change of grade form. Change-of-grade forms for research courses are initiated by the instructor and submitted directly to the Registrar’s Office.

If a student is assigned a grade of I (incomplete) in a course, he/she has one year in which to complete the course requirements and earn a grade. If the student completes his/her course requirements to the instructor’s satisfaction within the year, the instructor changes the I to a letter grade online as described above. If the student does not meet the instructor’s requirements, the I automatically converts to an I/F after one year. Once the I/F is on the transcript it can only be removed if the course instructor determines that a change of grade is appropriate and then forwards an official, paper change of grade form to the Associate University Dean of the Graduate School with a rationale for the change. The change is subject to the approval of the Associate University Dean of the Graduate School. Note that at no time should a student be in possession of a change of grade form, and a student cannot initiate the process. The course instructor of record must send the form. Note that an I/F grade is governed by the same policies that govern the F grade and is weighted into the student’s GPA in the same fashion.

Previously recorded NG grades may not be changed to W since W reflects an official withdrawal that took place by the 58th calendar day of classes and would already have been recorded for the student. It is also not appropriate for other recorded grades or registration status to be changed to W. Students cannot withdraw from a class retroactively.

**Graduation**

One semester prior to the semester in which a student anticipates graduating the student should:

1. Run a degree audit [http://onestop.uc.edu/classes/GetMyDegreeAudit.html](http://onestop.uc.edu/classes/GetMyDegreeAudit.html) to receive your grade report and an estimation of your degree progress.
2. Complete a Program of Study Form [http://eh.uc.edu/publichealth/current-students/](http://eh.uc.edu/publichealth/current-students/) to further assess your degree progress.
3. Schedule a meeting with the MPH Program Director, Dr. Jun Ying, to verify all of your course work.
4. Consult the Graduate School’s website for important deadline dates; including the last
day to register for graduation and the last day to electronically submit the thesis

(http://gradapps.uc.edu/graduationdeadlines/graduation-deadlines.aspx).

5. Apply for graduation after you have verified all of your coursework and degree requirements. Please note the importance of verifying your coursework before you apply to graduate as there will be a $50 fee for the graduation application and this will need to be resubmitted each time you apply to graduate. Link to graduation application: http://www.uc.edu/registrar/graduation/application_information.html

- **Student Graduation Checklist:** Removal of I and NG Grades - Notification of removal of all I and NG grades must be submitted prior to the student’s graduation.
- **Credit Hours** - Completion of the required semester credit hours for the degree.
- **Departmental Requirements** – Students must complete all departmental requirements for the degree. Any graduate student who expects to receive a degree at any of the three (3) University commencements must make a formal application for the degree. As a general rule, the **On-Line Graduation Application** is accessible only for approximately four (4) weeks prior to the end of each semester and steps on the application itself may be read and completed only incrementally upon completion of each preceding step. The GSO will complete and submit a Certification form electronically to the Graduate School Office.
- **Cap and Gown** - may be purchased or rented at the University Bookstore.

**Application to Graduate**
After completing all academic requirements for graduation, students must complete the official **online Application to Graduate** by the deadline for the semester in which they expect to graduate. Deadlines are firm and failure to meet them will delay students’ graduation until the following semester, when they must then submit a new application for their revised graduation date. All students applying to graduate will be assessed a non-refundable graduation application fee of $50. The fee will be assessed each semester a student applies for graduation.

**Program Evaluation Completion**
We encourage all students to complete an anonymous evaluation of all courses in which they are registered as well as an overall program evaluation. MPH faculty will also complete an evaluation of each student enrolled in their courses. The evaluation process is very important to the MPH program as it is a requirement set by our institution of accreditation, the Council on Education for Public Health (CEPH). Evaluations assist faculty, staff and program administration in assessing the quality of courses and identifying opportunities for improvement.
Non-Matriculated Students
Students may take classes at UC without being enrolled in a UC degree program. Their official status is "non-matriculated," which is a traditional academic term meaning "not enrolled in a degree program." Non-matriculated students may transfer up to 12 credit hours of coursework to their future MPH degree once they become admitted to the program. To become a non-matriculated student, you must complete the requirements located at this link: https://admissions.uc.edu/transfer/transfer_non-matric.html

Graduate Credit from Other Graduate Programs
Students who have completed graduate work at other schools may petition their graduate program director for transfer of credits earned elsewhere to be applied towards a MPH at the University of Cincinnati. Should the program choose to accept the credits, they will forward an Advanced Standing form to the Graduate School on behalf of the student to initiate processing of the transfer of credits. The number of credit hours transferred from a course taken at another institution into a program at the University of Cincinnati cannot exceed the number of credit hours given for a University of Cincinnati course that covers equivalent material. (When converting quarter hours to semester hours, 4.5 quarter credit hours are equal to 3 semester credit hours; 1.5 quarter hours equal 1 semester credit hour.)

At the discretion of the graduate program director, a student can transfer up to 12 graduate credits from unclassified, undeclared major, or non-matriculated status at UC to a specific degree program as part of the 50% allowable transfer credit. A University of Cincinnati graduate program can accept or reject transfer credits, up to the permitted number (first 50% for master’s degree; up to last 30 credits for doctoral degree) at its own discretion, regardless of the graduate degree program or discipline in which they were earned. (See Transfer of Credits from another Institution.) Normally, credits are not transferred if they were earned more than five years prior to the date of the student’s application into the University of Cincinnati program accepting the transferred credits.

In the case of a student who is enrolled in an official UC Dual Degree program, the maximum cross-credit that can be applied is 10 semester credit hours. This means that up to 10 semester credit hours can be applied as credit toward both degrees. Please see the Dual Degrees page of the Admissions section for a listing of official Dual Degree programs at UC.

Leave of Absence
Under special circumstances, graduate students may apply for a leave of absence from full-time study at the university for a specific period up to one academic year. Assuming appropriate documentation is provided, the circumstances justifying a leave include but are not limited to personal or family medical conditions, call to active military duty, maternity leave, or death in immediate family. The rationale must be documented by the applicant.
An approved leave of absence preserves the student’s status in his or her degree program, and the time off will not be counted against the time limits for awarding degrees. Consequently, registration is not required during the leave period. A leave may be renewed for up to one additional academic year if the student applies for a leave extension at least four months prior to the end of his or her initial leave. Renewal of a leave is subject to the approval of the program, college, and the Graduate School.

While the Graduate School leave of absence is only necessary for students who will be unable to register for a full academic year, programs may have more strict and specific registration policies and leave of absence policies. Students should also consult their program handbook if there is a legitimate need not to register for any amount of time.

To apply for a leave of absence, a student must download the Request for Leave of Absence Form, located here: http://grad.uc.edu/student-life/graduate_studenthandbook/maintaining_graduatemaintaining_graduatestudentstatus/leaves_of_absence.html and submit the completed form with appropriate documentation to the program director. The program director will forward the application to the department head and college dean for approval. Upon approval of the dean, the dean forwards the application to the Associate Dean of the Graduate School. The Associate Dean will notify the student in writing of the approval or denial of the request. The program director, college dean, and Associate Dean of the Graduate School must approve the leave.

Note: Students with financial aid or student loans should confer with the Financial Aid Office prior to requesting a leave of absence to ascertain the consequences of a leave on their loan status.

Withdrawal from Program
Students must notify their department in writing and copy the Graduate School regarding their intent to withdraw from their program.

Onestop
One Stop Student Service www.onestop.uc.edu is the UC website where you are able to accept your aid award, pay your bill, check your grades, request a transcript, and more. The One Stop Student Service Center is located on the second floor of the University Pavilion.
Phone:513-556-1000
Office hours: Monday - Thursday, 8-5 and Friday 9-5
**Catalyst**  
Catalyst ([www.catalyst.uc.edu](http://www.catalyst.uc.edu)) is the University of Cincinnati’s new student portal where students can access student-related services, such as class registration and bill pay. Other student functions found on the One Stop website include: View Class Offerings, Add/Drop Classes, Run Degree Audit, View Grade Report, View/Pay Bills, Apply for Financial Aid, Check Aid Status.

**Canopy Course Management Website**  
Blackboard or Canopy ([https://canopy.uc.edu/](https://canopy.uc.edu/)) is where students access course materials online. It also contains multiple communication tools that allow instructors and students to collaborate in new and exciting ways, and acts as a portal to other web services at the University of Cincinnati.

As a first time user of Blackboard, one must first activate his or her account, then click the Create Account button and fill out the requested information. The username and password that appears on the next screen will be required to log in to Blackboard the next time.
STUDENTRESOURCES

Financial Information
The University of Cincinnati Master of Public Health Program does not offer any graduate assistantship or teaching assistantship opportunities for its students. All academic costs of the program are the total responsibility of the student. A student may apply for financial aid through FAFSA and review their loan options by following the instructions at this link: http://onestop.uc.edu/financialaid.html. Students may also schedule an appointment with a loan officer to discuss their available options by working directly with UC Onestop (contact info. below). The Graduate Studies Office does not directly handle any request regarding student bills and the student should contact UC Onestop or the UC Financial Aid office with any concerns related to their bill or late fees.

UC Onestop
Web: http://onestop.uc.edu/financialaid.html
Phone: 513-556-1000

UC Financial Aid Office
Web: https://financialaid.uc.edu/aid.html
Phone: 513-556-9171

Scholarship Opportunities
The MPH program currently has one scholarship opportunity available, The James O’Reilly International Student Scholarship Fund for the Master of Public Health Degree. The “O’Reilly Fund” is available to currently enrolled second year international students only who meet the following criteria:

- Recipients must originate from countries considered third-world by current standards and demonstrate verifiable financial need.
- Recipients must demonstrate excellence in academic activities in the MPH program.
- Recipient must intend to return to their countries with the vision of utilizing their degree to improve public health and expand UC’s footprint globally.

Proposed Selection Criteria:
- Full-time, eligible students may apply for support for the second (final) year of their MPH studies.
- Call for applications will be issued early in Spring semester each year (announced via email, in classes, posted to MPH bulletin board); Applications will be due February 15.
- Applications will include documentation of stipulations 1-3 (above) in a 2-3 page essay written by applicants for the award.
- In the instance that there are multiple eligible applicants, GPA and performance in an in-person interview will be considered.
- A committee representing all concentrations within the MPH program will review applications and provide a recommendation to the MPH Program Director no later than April 1 of each year.
- Awardees will sign a Reimburse Clause, acknowledging that the funds must be repaid to UC if conditions of the award are not met within 2 years of the awarding of the MPH degree.
**GSGA Travel Awards**
Travel awards may be given to full-time graduate students who are attending or presenting papers at conferences. Non-presenters will be eligible for an award if they can demonstrate that they must attend a conference, which is vital for their professional development. These students will be eligible for such an award once during their academic period at UC. Presenters will be eligible for an award once each academic year. Presenters at conferences will be given preference. Many conferences also offer competitive student travel awards.

Student presenters who travel less than a 400-mile radius of Cincinnati may be eligible for a maximum of $125. Students who travel outside of a 400-mile radius of Cincinnati may be eligible for a maximum of $400. For travel over 2,500 miles, students may be eligible for $500. For more information and to receive a copy of the Travel Award Guidelines for Individual Travelers, contact the Graduate Student Governance Association (GSGA), Room 625 Dabney (West Campus) at 556-6101 or www.uc.edu/gsga/. (All awards are subject to availability of funds.)

**Graduate Student Research Forum**
The Annual College of Medicine Graduate Student Research Forum is an opportunity for students to gain experience in presenting research findings. The purpose of this annual event is to promote scientific communication among students and their research advisors, as well as to inform the scientific community about current graduate student research activities at the College of Medicine. Every graduate student should consider presenting a research poster at this forum. Monetary awards are given to the students with the most outstanding poster presentations.

**StudySpace**
Students in the Master of Public Health program may use the study space located in Rm. G25 of the Kettering building. This student room is equipped with comfortable seating, three computers, and plenty of desk space for student work. Additional study space is located in the Health Sciences Library, located in the Medical Sciences Building/CARE building as well as in the multiple libraries of UC’s West Campus.

**Libraries**
University of Cincinnati Libraries offer access to an outstanding research library collection of 2.8 million volumes and a wide range of services to help students with their research needs. Students have access to the University of Cincinnati Libraries’ online library catalog and information about resources and services through these main web portals: University Libraries (www.libraries.uc.edu) or the Health Sciences Library (http://libraries.uc.edu/hsl/). The libraries’ web sites serve as local gateways to OhioLINK, which includes a statewide library catalog of over 38 million items from 83 other academic libraries across Ohio as well as over 4700 electronic journals.
Each University of Cincinnati library is home to a knowledgeable staff eager to assist students, faculty, and staff with their research and service needs. Among the most important services provided by library staff are instruction in library research, assistance with the appropriate use of electronic resources, and help creating electronic Dissertations and Theses. For more information about instruction sessions visit:
https://www.libraries.uc.edu/ceas/resources/databases/etd.html

The Health Sciences Library is located on the E level of the Medical Sciences Building/CARE building. The entrance to the library is in the Medical Sciences Building on the E level across from MSB E351 and between Kresge Auditorium and the bank of passenger elevators.
Visit the Health Sciences Library website at: http://libraries.uc.edu/hsl/.
Contact information and directions:
  Circulation Desk: 558-0127
  Reference: 558-5628
  Technology Support: 558-4173

Directions to the Library If you drive:
Enter the Medical Center Campus by traveling north on Eden Avenue. Just past Goodman Avenue, turn left into the Eden Avenue Garage. Park and go to the 5th floor of the garage. An elevator is located on the east side of the parking garage. The pedestrian bridge is on the 5th floor beside the elevator. Walk across the pedestrian bridge into the Academic Health Center complex.
Continue along the hall until you reach the end. Turn left and enter the Medical Sciences Building through the double doors. You are on G level. Continue on G until you reach the bank of passenger elevators on the left. Take the elevator down one floor to the E level. The entrance to the Health Sciences Library will be just beyond the bank of elevators. Walk toward the seating area and the entrance will be on the right.

Directions to the Library If you take the campus shuttle:
Exit the shuttle in front of the Eden Garage on Eden Avenue. Cross the street and climb the stairs to the entrance of the Center for Academic Research Excellence (CARE) building. Go through the double doors into the atrium that is between the CARE building and the Medical Sciences Building (MSB). On the left you see the HSL computer lab through the glass wall and on the right you'll see seating plus a glass "hut". Walk between the two and the entrance to the library will be on the left before you reach the bank of red brick passenger elevators on the right.

Directions to the Library If you get dropped off in the circular drive on Albert Sabin Way:
Enter the Medical Sciences Building (MSB) and continue along the hall until you see the MSB E351 on the left and the red brick passenger elevator bank on the right. Just before the elevators, turn right and the entrance to the Health Sciences Library will be on the right just beyond the elevator bank.
International Students
All of the necessary information required for international students can be located on the UC international Services webpage at this link: http://www.uc.edu/international/services.html.

- Information and suggestions about UC and the campus can be found at Explore UC: http://www.uc.edu/international/services/future/explore.html
- Information and frequently asked questions regarding the I20 can be located at this link: https://www.uc.edu/international/services/students/prepare/i-20_faq.html

Professional Societies and Organizations
The following is a non-comprehensive list of scientific Public Health societies and organizations and helpful links:

- The Council on Education for Public Health (CEPH) http://ceph.org/
- Association for Prevention Teaching & Research (APTR) http://www.aptrweb.org/
- American Public Health Association http://apha.org/
- Centers for Disease Control and Prevention http://www.cdc.gov/
- Certified Health Education Specialist http://www.nchec.org/exam/overview/ches/
- Ohio Public Health Association http://www.ohiopa.org/
- National Board of Public Health Examiners (NBPHE) http://www.nbphe.org/
- National Commission for Health Education Credentialing, Inc
http://www.nchec.org/
- National Institutes of Health (NIH)
  http://nih.gov/
- PublicHealthJobs.com
  http://publichealthjobs.com/
- Public Health Jobs Worldwide
  http://www.jobspublichealth.com/
- Society for Public Health Education
  http://www.sophe.org/
- Ten Essential Public Health Services
  http://www.cdc.gov/nphpsp/essentialServices.html
- U.S. Department of Health & Human Services, Health Resources & Services Administration (HRSA)
  http://www.hrsa.gov/index.html
- What is Public Health
  http://whatispublichealth.org/
- This is Public Health
  http://thisispublichealth.org/
- World Health Organization (WHO)
  http://www.who.int/en/
- Frontiers in Public Health
  http://www.frontiersin.org/Public_Health
- Pathways to Public Health
  http://www.aspph.org/connect/#news

**Student Organizations**
- Certified Health Education Specialist (CHES)
  http://www.nchec.org/
- Certified in Public Health (CPH)
  http://nbphe.org/
- Delta Omega Honorary Society in Public Health
  http://www.deltaomega.org/
- Health Sciences Graduate Association (HSGA)
  http://med.uc.edu/hsga/
- UC Student Organizations
  https://webapps2.uc.edu/sald/orglisting.aspx
**American Public Health Association National Public Health Week**
Each April, the American Public Health Association (APHA) brings together communities across the United States to observe National Public Health Week (NPHW) as a time to recognize the contributions of public health and highlight issues that are important to improving our nation. For nearly 20 years, APHA has served as the organizer of NPHW. Every year, the Association develops a national campaign to educate the public, policymakers and practitioners about issues related to each year’s theme. APHA creates new NPHW materials each year that can be used during and after NPHW to raise awareness about public health and prevention.

**Computer Account and Printing Services**
The University provides all students computer accounts free of charge. The Bearcat Online system is a client-server system that allows you to exchange electronic mail (e-mail) with other computer users on campus and around the World, and access the diverse resources of the Internet. You may access your Bearcat Online account from your home, office or a campus computer lab. To request an account, go to [www.ucit.uc.edu/email](http://www.ucit.uc.edu/email).

**Computer Printing Procedures and Charges**: The College of Medicine generously subsidizes printing for its medical and graduate students. Each student printing account is given a $100 value (i.e., > 1400 B&W pages free) on July 1 of each year. Students may purchase additional printing by activating their UC ID badge as a Bearcat Campus Card and adding value to it using a personal credit card via the Bearcat Campus Card web site, or by visiting the East Campus Bookstore and adding value to card with cash, credit card, or check, or by using a Value Transfer Station on the West Campus, or calling the Bearcat Campus Card office at 556-2000.

**Wireless LANS at UC**: Wireless connectivity is free to UC students. You will need to enter your password in the field to connect to Securewireless. For off campus access to software on your personal computer contact the Environmental Health Helpdesk 558-1040.

**University Health Insurance**
The mission of University Health Services is to provide superb health care and health education in a compassionate and caring environment, to assist the University in providing a safe environment for students and employees, and to provide wellness in a Just Community.

All students are required to be covered by health insurance, either the Student Insurance Program or another policy, which must be at least as comprehensive as the University policy. Full-time, co-op, and part-time students taking six or more credit hours are all eligible for coverage and will be automatically charged unless they have previously waived coverage during the current academic year. Graduate students enrolled in less than six (6) credit hours may
purchase coverage with: 1) an Insurance Action Form; 2) written certification of matriculation from your academic department; and 3) payment.

Contact for U.C. Student Health Insurance Office for the latest in health care information: http://www.uc.edu/uhs/student_health_insurance.html

**Mental Health Services**

The UHS Mental Health Clinic provides professional, confidential mental health services for UC students with Student Health Insurance. Students can find a list of services provided on the website: http://www.uc.edu/uhs/mental_health.html.

Services include counseling for situational stress, anxiety, depression, relationship issues, grief and loss, sexual abuse, bipolar disorders, and personality disorders. They also perform psychological assessments.

For UC students with Student Health Insurance, the cost is $17 per visit for counseling, but students should obtain an appointment referral from University Health Services first (East Campus phone number: 516-584-4457).

**University Bookstores**

The University of Cincinnati Bookstore is your source for all of your textbook, apparel, and supply needs. They have the largest selection of used textbooks in the community. Students need to shop early as the used books, which retail at 25% less than the new retail price, sell quickly. If you have any questions, contact them at (513) 556-1400 or www.uc.edu/bookstore.

For Textbooks: http://www.bkstr.com/CategoryDisplay/10001-9604-13705-1?demoKey=d

Read the latest "What's In Store" tabloid for information on current and upcoming promotional specials, like the 3-for-3 Payoff. Every time the Bearcats make a 3-pointer during a home basketball game, you save another 3% the next day on UC Insignia and Souvenirs! Maximum discount is 24%. Want to receive the “What’s In Store” through your e-mail? Subscribe online at www.uc.edu/bookstore and you will receive a link to the monthly specials and the opportunity for discounts and coupons, exclusively for members of the UC Bookstores e-List.

**Mail boxes, ID Badges, Keys & Parking Passes**

Students are required to wear/show photo ID badges. Access Control is responsible for the physical security of the University, as well as providing photo identification for all employees and students. Access Control provides the following services:
• Control and service for the over 50,000+ locks in use at the University.
• Issuance of keys to students, faculty, and staff.
• Production of photo ID badges for all University employees and students.
• Control access to areas using a card access system. This system allows access via the University photo ID card.

General Information: Badge/Key/Parking Passes Office: 4 Edwards Center
• To order your keys complete the Key and Card Access Request Form located here; http://eh.uc.edu/graduate/student-resources/ & return this form to Kathy McCann via email mccannks@ucmail.uc.edu
• Take the CCM Plaza-Eden Ave. shuttle or park your car for free for 30 minutes in the Cory Garage to pick your keys, parking passes, and ID badges.

General Information: Mailboxes
• Mailboxes for all students are located on the First Floor of the Kettering Laboratory (Room 125).

Parking
All students are eligible to purchase a parking decal. To park on campus one must display a Parking Services issued decal or use a parking garage and pay the hourly rate. Decals are issued on a semesterly or academic year basis and are most easily purchased through the Parking Services’ web site during priority registration prior to the start of each semester. The priority registration dates coincide with those for priority class registration. Internet access for priority registration is available in the parking Offices and in some computer labs on campus. Contact the Parking Office at 556-2283 Edwards Four, or visit www.uc.edu/parking for further information.

Campus Shuttle Bus
The University of Cincinnati offers a shuttle bus service that transports students, staff, and faculty across campus. Buses run every 7-10 minutes Monday through Friday year round (except holidays). The nearest stop to Kettering is behind Eden Garage. For information on shuttle routes and bus stops, visit their website at http://www.uc.edu/af/facilities/services/shuttle.html. To track the Shuttle via GPS view: https://uc.doublemap.com/map/
Living in Cincinnati

Housing
As a student of the University of Cincinnati you may need to locate housing in the surrounding university or Cincinnati areas. It is important to remember that the MPH program Office does not directly handle any housing request or student placement in housing and that locating, as well as any and all associated costs with student housing are the primary responsibility of the student once they arrive in Cincinnati. Below is a list of helpful links where you can find more information regarding housing:

- Off Campus Graduate and Family Housing: [http://www.uc.edu/housing/graduate-family.html](http://www.uc.edu/housing/graduate-family.html)
- Graduate Housing Options: [https://grad.uc.edu/student-life/campus_life/grad_housing.html](https://grad.uc.edu/student-life/campus_life/grad_housing.html)
- International Student Temporary housing: [https://www.uc.edu/international/services/students/life/housing/temporary-housing.html](https://www.uc.edu/international/services/students/life/housing/temporary-housing.html)
- More housing options can be found using Uptown Rental Properties, LLC: [http://www.uptownrents.com/](http://www.uptownrents.com/)

Sports and Exercise
The Fitness Center (FC) at CARE/Crawley on Eden Avenue at the Uptown East Campus offers 12,000 square feet of fitness and wellness space. The Fitness Center at CARE/Crawley offers membership options for everyone including UC students and employees, university affiliates (e.g., Children’s Hospital), and community members. Membership also provides access to the Campus Recreation Center. Additional options include supplemental memberships for spouses/domestic partners or legal dependents. The University of Cincinnati Campus Recreation Center (CRC) is a state-of-the-art fitness and recreation facility on the Main (West) Campus. With over 200,000 square feet of recreation space, the CRC offers university students, employees, and friends of the university a wide range of exercise and fitness opportunities.

*For more information and facility hours call:*
Campus Recreation Center: 513-556-0604
Fitness Center at CARE/Crawley: 513-558-0604
[https://www.uc.edu/campusrec.html](https://www.uc.edu/campusrec.html)

*BearCat Fitness Trail - A Cross Campus Challenge*
The Bearcat Fitness Trail combines 15 exercise routines and 1.4 miles of trail for walking or jogging to provide a well-balanced fitness program for the entire body. The fitness trail spans across the East and West campuses to provide a total campus connection. Take a casual walk along the Bearcat Fitness Trail and enjoy your campus community or get in full exercise mode and work out on the Cross Campus Challenge. [http://www.uc.edu/news/trailmap.htm](http://www.uc.edu/news/trailmap.htm)
Dining near the College of Medicine
Cincinnati offers many fine dining adventures, but few are within walking distance from the Kettering Building. If you’re seeking to dine between classes, the nearest facilities are the Medical Sciences Building cafeteria, Children’s Hospital Medical Center cafeteria, University Hospital’s cafeteria, or the Veteran’s Hospital cafeteria. Chipotle and Zoup are just up the street on the corner of MLK Drive and Highland. The Kingsgate Marriott Conference Hotel also offers a buffet lunch. Another venue is the University Hall cafeteria, which offers an inexpensive dining experience.

University of Cincinnati and Surrounding Area Restaurants:
https://www.uc.edu/bearcatcard/where-to-use/restaurants.html

Campus Security
For detailed information on campus security at the University of Cincinnati visit the website: www.uc.edu/pubsafety/. The Department of Public Safety is comprised of four distinct, but interrelated units – University Police, Emergency Preparedness, Parking Services, and Support Services.

HOW TO CONTACT THE UC POLICE:

- UC Police Headquarters:
  3 Edwards Center 51 West Corry Street
  Cincinnati, Ohio 45221-0215

- Primary phone numbers are:
  Emergencies - from any phone dial: 911
  Non-Emergencies—(513)556-1111 or 558-1111
  Office – (513) 556-4900

- To contact UC Police 911 from a non-university phone or cell phone dial 556-3911
- Help Phones are located throughout campus
- Email: ucpd@uc.edu

NightRide
The NightRide service is a free nighttime transportation service operated by students. It provides students, faculty and staff safe and reliable transportation to and from locations within a one mile radius of the UC campus. A UC ID is required and users may take one non-UC person as a guest.

NightRide’s number is: 513-556-RIDE (7433)
Website: http://www.uc.edu/news/NR.aspx?id=16233

Operating Hours:
- Sunday - Wednesday: 8 p.m. to midnight
- Thursday - Saturday: 8 p.m. - 2 a.m.
Limited service is available:
- Sunday - Wednesday: midnight to 5 a.m.
- Saturday - Sunday: 2 - 5 a.m.
# Program of Study Work Sheet

<table>
<thead>
<tr>
<th>NAME:</th>
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<tr>
<td>E-MAIL ADDRESS:</td>
<td>BEGIN YR/SEMESTER:</td>
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<tr>
<td>UC M#:</td>
<td>GRADUATION YR/SEMESTER:</td>
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## MPH Core Courses (15 credits)

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
<th>YR/SEM</th>
<th>GRADE</th>
<th>COMMENTS</th>
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<tr>
<td>PH 7010</td>
<td>Biostatistics for Public Health</td>
<td>3</td>
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<td>PH 7020</td>
<td>Environmental Public Health</td>
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<td>Epidemiology for Public Health</td>
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<tr>
<td>PH 7060</td>
<td>Health Systems &amp; Policy</td>
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<td>HE 7040</td>
<td>Social &amp; Behavioral Foundations of Public Health</td>
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<tr>
<td>PH 7050</td>
<td>Evidence-Based Public Health</td>
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<td>(Required if you began before 15FS)</td>
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## Concentration Courses (18 credits)

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## Practicum & Culminating Experience (9 credits)

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**Choose one of the options below:**

### Option 1

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<td>PH 8097</td>
<td>Capstone II</td>
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### Option 2

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**Total Credit Hours**

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45 (Before Fall 2015)

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Student’s Signature ___________________________ Date _______________________

Advisor’s Signature ___________________________ Date _______________________

Submit this form via e-mail: Angie Riall riallad@ucmail.uc.edu
160 Panzeca Way, Kettering Lab Complex, Room 133