

College of Social Sciences and Public Policy
Florida State University



Master of Public Health
Graduate Handbook
2022 – 2023





FLORIDA STATE UNIVERSITY
College of Social Sciences and Public Policy
PUBLIC HEALTH

Dear New Graduate Students:

Welcome to the Master of Public Health program at Florida State University!

This handbook will be your reference for details and requirements of the degree program and the most relevant university policies. Some of the material duplicates information in the graduate edition of the Graduate Bulletin and the Registration Guide.

You may rely on this handbook for more program-specific information. Updated information and other announcements will be emailed and announced on the Master of Public Health site on Canvas.

We are interested in your success and are here to assist you as you work toward achieving your academic goals. The graduate director provides academic advising as well as career counseling. In addition, the program coordinator assists with registration and other university procedures.

Sincerely,

Faculty and Staff,

Master of Public Health

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Graduate Curriculum for Master of Public Health

Program Information

MPH degree graduates will be trained principally as health policy analysts. They will have a rich background in epidemiology, health economics, health behavior, health administration, health policy and policy analysis, and statistical and qualitative analytic skills.

A completed MPH degree requires an overall 43 credit hours, to include:

- 34 CORE credits (Internship to be completed within the 34)
- 9 Elective credits

Students can set their own pace from part-time to full-time. The program's requirements may be completed in 3-4 semesters and a summer with appropriate planning. Other students prefer to follow a more relaxed pace.

Required MPH CORE courses (31 - 34 credits)

1st Year Required Courses:

| | |
|--------------------------|---|
| HSC 5930 (1) | Proseminar in Public Health (<i>must be taken 1st semester</i>) |
| URP 5525 or HSC 5930 (3) | Health Behavior & Education |
| PHC 5300 (3) | Environmental Health |
| PHC 5155 (3) | Health Services Organization & Policy (<i>must be taken 1st semester</i>) |
| URP 5521 or PHC 5001 (3) | Public Health Epidemiology |
| *ECP 5538 (3) | Health Policy Statistics (<i>must be taken within 1st year</i>) |

*May be waived if approved statistics was taken with a grade of a "B" or higher. Needs Director approval. If approved, the student must take an additional elective to reach 43 credit hours total.

2nd Year Required Courses

| | |
|--------------|---|
| PHC 6110 (3) | Comparative Health |
| PAD 5216 (3) | Healthcare Finance |
| PAD 5884 (3) | Healthcare Management |
| PAD 5945 (3) | Internship (<i>Prerequisites: Proseminar, PHC 5155, PH Epi, Statistics</i>) |
| SYA 5458 (3) | Data Analysis for Public Health |
| PHC 5151 (3) | Politics of Health Policy |

Electives (9-12 Credits)

Elective selections can be tailored to suit a student's needs and interests, such as policy, business, economics, epidemiology, administration, sociology, statistics, and other fields.

Internship

Placements include health-related organizations at the international, national, state, or local level for a 200-hour working experience. The internship should take place at the end of one year of classes. In some cases, the intern will be paid a regular salary at the level of a beginning analyst.

The goal of the placement is to expose the student to the day-to-day experiences of working in a health-related organization, setting priorities, teamwork, marshaling resources for problem-solving, serving client needs, accepting and responding to feedback, and learning how individuals' visions and values shape the vision and values of an organization.

While students may work on various tasks during their 200-hour experience, the expectation is that they will have one major project for which they are principally responsible. Therefore, it should be accompanied by appropriate project goals and success criteria, adequate instructions, supervision and feedback, interim products and deadlines, resources, and an identifiable product such as a report, presentation, briefing, hearing, web page, survey, or other consequence which reflects the integration of analytical, organizational and presentation skills and makes appropriate use of the student's academic training.

Students should feel that they have undertaken a challenging project, marshaled resources, overcame obstacles, and produced a worthwhile product to help the organization achieve its goals. Therefore, a mere compilation of lists or sorting of files will not be considered adequate to meet the purposes of the internship.

Your point of contact for all internship inquiries will be made to COSSPP-MPH-Internships@fsu.edu

Joint Degree – Urban Regional Planning and Public Health

A Joint Graduate Pathway has been created to better prepare students for overlapping careers in Planning and Public Health. As a result, a student may earn a Master of Public Health (MPH) and Master of Science in Planning (MSP).

Florida State University is one of only a handful of universities offering a Joint Graduate Pathway in planning and public health. This pathway reflects the recent resurgence of interest in what civic stakeholders, local communities, and global society are doing to ensure that urban and urbanizing landscapes are healthy and desirable places for today's world.

Significant improvements in health can result from improving places and the planning processes that shape them and changing our personal and collective lifestyles, rather than simply investing further in the health (sick) care system. The city and the communities where people live and work provide a valuable focus for these concerns because more than half the world's population now lives in urban areas.

All students complete:

- Total minimum credit hours of 66
- A ten-week, full-time (or 400 hours) internship in a planning or public health-related agency or organization
- Choose either a research paper, thesis, or studio for MSP capstone credit

The internship should have planning or public health policy-related content. Typically, the training is completed during the summer between the first and second years of study. Many students, however, fulfill this requirement through part-time employment during the school year. Students are not limited to the local area alone for a position. The student's advisor and the MSP and MPH program directors must approve internships.

Students complete all requirements for the MSP and MPH degrees. The four years it would take to earn these degrees if pursued separately is reduced to three years through the cross counting of selected courses. In addition, some courses overlap, reducing total credit requirements.

Students would need to apply to both degree programs separately, and if admitted to both, would be in the joint degree program. Students interested in the Joint Graduate Pathways can contact both department's admissions coordinators.

Urban Regional Planning: 850 – 644 - 4510 or durp@cos.sfsu.edu

Master of Public Health: 850 – 644 – 4418 or ssmith9@sfsu.edu

General Information

Incoming Graduate Student Briefing

At the beginning of the fall and spring semesters, the program director meets with new graduate students to acquaint them more fully with the program. Incoming graduate students are expected to attend this orientation meeting. In addition, there is a university-wide orientation for new graduate students during the week before classes in August. Students are encouraged to participate in this orientation also. Students are responsible for familiarizing themselves with university policies and procedures. Some of these may differ from the prior institution attended.

Registration

Registration is conducted online at specified times for all new and continuing students. Students may refer to <http://registrar.sfsu.edu> for the Registration Guide, university notices, and academic calendar for the term or other web resources. Generally, registration for the spring term begins in October; the summer term starts in March; the fall term begins in March. A late fee of \$100 is assessed for any student who has not registered for at least one course before midnight before the first day of classes. University policy requires payment for any course dropped and any course added after the end of the drop/add period.

Note: Courses are listed under the department offering the course. Lists of approved courses for each term will be available on the Canvas site or emailed by the Academic Program Specialist.

Fee Payment

See the "Academic Calendar" and "Fee Payment Regulations" sections of the Registration Guide (<http://registrar.sfsu.edu>) for deadlines and payment options.

Course Load

For certification purposes, the standard full-time load for graduate students is twelve credit hours per semester unless otherwise noted. Twelve credit hours per semester constitute a full-time load for graduate students receiving a university or externally funded fellowship. A student who wishes to register for fewer than twelve credit hours per semester must have written approval from their academic dean before registration. Included in the calculation of student load are credit hours of graduate credit other than

formal coursework, e.g., credit hours in thesis or dissertation, in the individual directed study, in supervised research, and supervised teaching.

Some departments may permit such students to enroll on a part-time basis. A student who wishes to register for fewer than twelve credit hours per semester must have written approval from their academic dean before registration.

Nine credit hours per semester are defined as a full-time load for graduate assistantship holders of a quarter-time or greater appointment. Academic deans may grant exceptions to this policy for teaching assistants in those departments, which conform to national course load policies in their disciplines.

All graduate students must be enrolled for at least six credit hours per semester to receive financial aid.

The number of credit hours, which a graduate student may carry without special permission, is fifteen. The student's academic dean may permit a heavier load.

Transfer Credit

Transfer of courses not counted toward a previous degree from another regionally accredited graduate school is limited to six (6) semester hours. Transfer of courses not counted toward a prior degree within FSU, including work taken as a special student, is limited to twelve (12) semester hours. In addition, all transfer credits must: 1) be recommended by the program director, 2) be evaluated as graduate work by the evaluation section of the Office of Admissions of FSU, and 3) have been completed with grades of 3.0 ("B") or better. The process for having transfer work and special student hours posted to the transcript for graduate credit is initiated in the IA program office.

Course Grade Basis

Most course offerings are on a letter-grade basis. However, some are Satisfactory/Unsatisfactory (S/U) grade basis. Courses with a S/U grade basis are noted in the General Bulletin. Any course, which has had the grade basis changed, will not be counted toward the required hours for the IA master's degree.

Duplicate Credit

Students may not apply graduate-level course work to the master's degree that duplicates course work taken at the upper level while enrolled as an undergraduate student at Florida State University. In other words, courses taught in combination 4000/5000 level at FSU may not be taken a second time and apply to the master's degree in international affairs.

Academic Standards

Graduate students must have a cumulative grade point average of at least 3.0 in graduate courses to be eligible for conferral of a degree. Students must also be in good academic standing before taking their comprehensive examination. **No course hours with a grade below "C-" will be credited to the graduate degree.**

It is the student's responsibility to be aware of the Academic Honor Policy and the Student Code of Conduct.

Please ensure you search and read the Florida State's Academic Honor Policy in its entirety, but here are some essential segments you should read:

1. PLAGIARISM. Presenting the work of another as one's own (i.e., without proper acknowledgment of the source). Typical Examples Include: Using another's work from print, web, or other sources without

acknowledging the source; quoting from a source without citation; using facts, figures, graphs, charts, or information without acknowledgment of the source.

2. CHEATING. Improper access to or use of any information or material that is not specifically condoned by the instructor for use in the academic exercise. Typical Examples Include: Copying from another student's paper or receiving unauthorized assistance during a quiz, test or examination; using books, notes or other devices (e.g., calculators, cell phones, or computers) when these are not authorized; procuring without authorization a copy of or information about an examination before the scheduled exercise; unauthorized collaboration on exams.

3. UNAUTHORIZED GROUP WORK. Unauthorized collaborating with others. Typical Examples Include: Working with another person or persons on any activity intended to be individual work, where such collaboration has not been specifically authorized by the instructor.

4. FABRICATION, FALSIFICATION, AND MISREPRESENTATION. Unauthorized altering or inventing of any information or citation that is used in assessing academic work. Typical Examples Include: Inventing or counterfeiting data or information; falsely citing the source of information; altering the record of or reporting false information about practicum or clinical experiences; altering grade reports or other academic records; submitting a false excuse for absence or tardiness in a scheduled academic exercise; lying to an instructor to increase a grade.

5. MULTIPLE SUBMISSION. Submitting the same academic work (including oral presentations) for credit more than once without instructor permission. It is each instructor's responsibility to make expectations regarding incorporation of existing academic work into new assignments clear to the student in writing by the time assignments are given. Typical Examples Include: Submitting the same paper for credit in two courses without instructor permission; making minor revisions in a credited paper or report (including oral presentations) and submitting it again as if it were new work.

6. ABUSE OF ACADEMIC MATERIALS. Intentionally damaging, destroying, stealing, or making inaccessible library or other academic resource material. Typical Examples Include: Stealing or destroying library or reference materials needed for standard educational purposes; hiding resource materials so others may not use them; destroying computer programs or files needed in academic work; stealing, altering, or intentionally damaging another student's notes or laboratory experiments. (This refers only to abuse as related to an academic issue.)

7. COMPLICITY IN ACADEMIC DISHONESTY. Intentionally helping another to commit an act of academic dishonesty. The Florida State University Academic Honor Policy Page 3 3 Typical Examples Include: Knowingly allowing another to copy from one's paper during an examination or test; distributing test questions or substantive information about the material to be tested before a scheduled exercise; deliberately furnishing false information.

8. ATTEMPTING to commit any offense as outlined above.

Academic Probation

A graduate student whose cumulative grade point average for courses taken at Florida State University falls below 3.0 at the end of a term will be placed on academic probation. If a 3.0 cumulative grade point average is not attained by the end of the next term of enrollment, the student will not be permitted to register for graduate study. However, at that time, the program director may petition the academic dean and the Dean of Graduate Studies for consideration of special circumstances that may constitute

justification for an exception to this regulation. Under no circumstances will a student be allowed more than one additional term of probation.

Readmission Requirements

Returning students who have been out of school for two or more consecutive terms (including the summer term) must apply for readmission. This can be done at <http://admissions.fsu.edu/Readmissions>

Time to Complete Degree

The master's degree must be completed within seven years from the time the student first registers for graduate credit. In addition, any graduate work transferred from another institution must have commenced no more than seven years before completing the degree for the credits to apply to the master's degree.

Library Privileges

The University's libraries contain more than 2.1 million volumes. The Robert M. Strozier Library is a depository for U.S., Canadian, United Nations, and Organization of American States documents. It also has extensive research collections on the political and economic history of the Far East, Human Relations Area Files, documents and publications of the League of Nations, over 164,000 maps, and more than 2.5 million microforms. In addition, the library provides Inter-Library Loan services and access to numerous computerized databases. Graduate students are permitted to check bound periodicals out overnight. Specialized research assistance is also available by appointment. For more information, see <http://www.lib.fsu.edu/>. Remote access to the catalog and databases are available through Canvas.

Career Information

Careers are likely to include government agency or legislative staff positions, policy and consulting firms, think tanks, advocacy organizations and lobbying firms, international organizations, private firms, hospitals, nursing homes, and other institutions focused on health and population issues, academic or media positions.

Canvas Site

The program maintains a site on Canvas (<http://campus.fsu.edu>). All students are automatically registered, and recent announcements will appear when you log onto Canvas. Students are encouraged to explore this site for more information about upcoming campus events, conferences, etc. Information on internships, jobs, fellowships, memberships in academic associations, etc., is also available.

Program Procedures

Program of Study

Students map out their courses on their Program of Study according to their interests and career goals. This is to help students plan out their graduation on time. There are many requirements for the degree, and it is essential to check your Program of Study with the Academic Program Specialist. Courses are selected from the established list of course offerings for the MPH graduate program. Students wishing to take classes that do not appear on the list need approval from the program director for the course to count toward the degree. A memo reflecting any specially approved courses should be given to the Academic Program Specialist for the student's file.

Course Approval

A memo reflecting approval for a course that does not appear on the established list should be given to the program assistant for the student's file and signature of the program director. It is helpful for students to provide the course syllabus when requesting course approval. However, it is the student's responsibility to make sure there is a memo for the file reflecting any verbal approvals.

Applying to Graduate

Students must apply to graduate within the first two weeks of the term they plan to graduate. The precise dates of the window to apply for graduation and the application form are at <http://registrar.fsu.edu/services/graduation/>. You must apply to graduate to receive your diploma. You do not have to walk at commencement if you do not wish to do so.

Graduation Clearance

A graduation clearance will be filed with the Dean's office at the end of the student's final term. If the student has completed all requirements for the degree, they will be cleared to receive their diploma. Degrees are posted to the student's transcript during the first four weeks following the final semester, and diplomas are mailed within eight to ten weeks. The Academic Program Specialist will confirm graduation before the start of the semester IF the student contacts and requests.

Office Locations

Program Director:

Dr. Amy Burdette

aburdette@fsu.edu

Internship Coordinator

Dr. Alan Rowan

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607 Bellamy

Assistant Director of Student Engagement

Sabrina Smith

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