

# Masters of Public Health Handbook

AY 2018 to 2019



DREXEL UNIVERSITY

**Dornsife**

School of Public Health

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# MPH Key Contacts

## MPH Faculty Members

A compiled and searchable list of current DSPH faculty members can be found [here](#). Information on that page includes faculty member departments, contact information and research interests.

## Advisors

MPH in Epidemiology	<b>Mary Genevieve Carty</b> <a href="mailto:mgc24@drexel.edu">mgc24@drexel.edu</a> 267.359.6205
MPH in Community Health & Prevention	<b>Patience Ajoff-Foster</b> <a href="mailto:pna24@drexel.edu">pna24@drexel.edu</a> 267.359.6036
MPH in Environmental & Occupational Health MD/MPH	<b>Kristi LeBlanc</b> <a href="mailto:kk842@drexel.edu">kk842@drexel.edu</a> 267.359.6181
MPH in Health Management & Policy JD/MPH	<b>Allison Keene</b> <a href="mailto:ah849@drexel.edu">ah849@drexel.edu</a> 267.359.6032
Executive MPH	<b>Jamel Long</b> <a href="mailto:jl884@drexel.edu">jl884@drexel.edu</a> 267.359.6229

# Master of Public Health Degrees

The Master of Public Health degree program is designed to prepare thinkers, planners and practitioners engaged in public health activity, as well as to prepare students for entry into a doctoral program. The Dornsife School of Public Health's (DSPH) objective is to graduate individuals with the knowledge, skills and approaches necessary to lead the nation's public health system.

The academic program emphasizes:

- a focus on development of critical thinking skills,
- an interdisciplinary approach to problem solving, and
- a commitment to self-directed, lifelong learning.

The core disciplines in public health – biostatistics (BIO); epidemiology (EPI); environmental and occupational health (EOH); health management and policy (HMP); and community health and prevention (CHP) – are presented within the framework of our view of health as a human right and our commitment to improving health in cities, eliminating health disparities, and promoting health in all policies.

For the full-time MPH majors, there are no required courses offered in the Summer quarter. Students may elect to participate in Summer quarter offerings with graduate advisor approval. Students should speak with their graduate advisor during the Fall quarter to discuss Summer options.

All students complete integrated core courses reflecting each of the public health disciplines, major-specific required courses, required applied practical experiences, department approved electives, and an Integrative Learning Experience related to their major.

## MPH Plans of Study

Each of the MPH majors requires 56 credits for the degree. These programs are planned to be completed over five quarters.

For the full-time MPH majors, there are no required courses offered in the Summer quarter. Students may elect to participate in Summer quarter offerings with graduate advisor approval. Students should speak with their graduate advisor during the Fall quarter to discuss Summer options. One option is a global health field practicum experience.

Students will register for PBHL 500 during the fall of their second year in the program. This is a non-credit course that reflects the completion of the applied practical experience.

## **MPH in Community Health and Prevention (CHP)**

For more information about the program, please see the link [here](#).

Prospective and current students should click on the link [here](#) for the most up-to-date plan of study for the MPH in CHP program.

## **MPH in Environmental and Occupational Health (EOH)**

For more information about the program, please see the link [here](#).

Prospective and current students should click on the link [here](#) for the most up-to-date plan of study for the MPH in EOH program.

## **MPH in Epidemiology (EPI)**

For more information about the program, please see the link [here](#).

Prospective and current students should click on the link [here](#) for the most up-to-date plan of study for the MPH in EPI program.

## **MPH in Health Management and Policy (HMP)**

For more information about the program, please see the link [here](#).

Prospective and current students should click on the link [here](#) for the most up-to-date plan of study for the MPH in HMP program.

## **Executive MPH (EMPH)**

The Executive MPH (EMPH) program requires 42 credits for the degree, unlike the four MPH majors. This program is built around a convenient class schedule in which students can earn their degree in 21 months.

Please note that the EMPH program is a semester-based program and thus has different requirements compared with the MPH programs listed above. For more information on this program, please use the link [here](#) for the Drexel Catalog program page, or use the link [here](#) to access the EMPH program handbook.

The plan of study for the EMPH program can be found below:

# Executive Master of Public Health

## 42 Required Credits

### Year 1 (26 Credits)

<b>Semester</b>	<b>Total Credits</b>	<b>Course Number and Title</b>	<b>Course Credits</b>
Fall	8.0	PBHL 530ES - Epidemiology	4.0
		PBHL 540ES - Behavioral Assessment	4.0
Spring	8.0	PBHL 520ES - Biostatistics	4.0
		PBHL 550ES - Community Assessment	4.0
Summer	8.0	PBHL 612ES - Health Policy and Advocacy	4.0
		PBHL 640ES - Environmental and Occupational Health	4.0
Self-Directed*	2.0	<i>Choose two courses below:</i>	
		PBHL 590S - Emergent Public Health Issues	1.0
		PBHL 591S - Research Methods	1.0
		PBHL 592S - Public Health History and Ethics	1.0

*\*These courses are offered online and are self-directed. It is recommended that they are completed in the first year.*

### Year 2 (16 Credits)

<b>Semester</b>	<b>Total Credits</b>	<b>Course Number and Title</b>	<b>Course Credits</b>
Fall	8.0	PBHL 600ES - Health Management & Leadership	4.0
		PBHL 612ES - Program Planning and Evaluation	4.0
Spring	8.0	PBHL 503 - Independent Study**	4.0
		PBHL 570ES - Capstone	4.0

*\*\*Students have the choice to complete the EMPH capstone in two ways: they can complete it in one semester by taking PBHL 503 or they can spread the capstone across multiple semesters by taking PBHL 560ES, PBHL 630ES and PBHL 635ES.*

*The EMPH program is a semester-based degree. Students can complete the degree within five semesters with continuous enrollment. Each course listed above is offered only once per academic year, except for the electives. These courses are offered online in the Fall, Spring and Summer semesters.*

# MPH Core Course Descriptions

All MPH students are required to take five core courses, regardless of which major they select. These five courses include:

- PBHL 500 – Practical Experience for the Master of Public Health
- PBHL 510 – Public Health Foundations and Systems I
- PBHL 511 – Public Health Foundations and Systems II
- PBHL 512 – Methods for Public Health Research I
- PBHL 513 – Methods for Public Health Research II

Descriptions of these core courses can be found at the degree requirements page of the program [website](#).

## Executive MPH Core Courses

Students in the Executive MPH program will take nine core courses for their program. These core courses include:

- PBHL 520ES – Biostatistics
- PBHL 530ES – Epidemiology
- PBHL 540ES – Behavioral Assessment
- PBHL 550ES – Community Based Prevention Practices
- PBHL 570ES – Integrated Public Health Case Analysis
- PBHL 600ES – Health Management and Leadership
- PBHL 612ES – Program Planning & Evaluation
- PBHL 640ES – Environmental & Occupational Health
- PBHL 650ES – Health Policy & Advocacy

Course descriptions can be found on the “Degree Requirements” page of the program [website](#).

## Required Courses by MPH Major

Each of the four MPH majors have their own list of required courses. These courses can be found under the respective Degree Requirements page for each major, outlined below.

### Required Courses – CHP

<http://catalog.drexel.edu/graduate/schoolofpublichealth/communityhealthandprevention/#degreerequirementsmptext>



## **Required Courses – EOH**

<http://catalog.drexel.edu/graduate/schoolofpublichealth/environmentalandoccupationalhealth/index.html#programrequirements>

## **Required Courses – EPI**

<http://catalog.drexel.edu/graduate/schoolofpublichealth/epidemiology/#degreerequirements>

## **Required Courses – HMP**

<http://catalog.drexel.edu/graduate/schoolofpublichealth/healthmanagementandpolicy/#degreerequirements>

## **Electives**

In addition to core and program-required courses, students must also complete elective credits. These courses may be within the Dornsife School of Public Health or from other academic units within the University. Students must meet with their graduate advisor in selecting their electives. It is the responsibility of the student to determine course restrictions and the registration process for campus electives taken at the Main or Center City Campuses.

For a listing of possible electives and their course descriptions, please see the Program Requirements pages listed above.

## **Practice Based Learning**

### **Breadth Experiences**

All MPH students are required to track their monthly public health practice activities that they participate in throughout the program, ranging from lectures to community service. These activities serve to provide a variety of exposures to public health practice occurring within the City of Philadelphia and beyond, giving students a broad understanding of the scope of the field. Students detail these experiences within an online professional portfolio on Blackboard. Students are encouraged to find a variety of experiences to participate in, broadening one's breadth of knowledge of the field of public health and exploring one's potential career interests. While some examples are provided by the Office of Practice each month, students are not limited to these suggestions and are able to find opportunities on their own.

## **The Depth Experience**

The Depth Experience at the Drexel University Dornsife School of Public Health is a practical experience required of all first-year MPH students. The requirement states that:

*All graduate professional public health degree students must develop skills in basic public health concepts and demonstrate the application of these concepts through a practice experience that is relevant to students' areas of specialization.*

The Depth Experience constitutes a supervised, hands-on, 120-hour practicum within a public health practice setting enabling students to apply public health concepts and methods to real world public health problems. This practical experience should give students further grounding in the MPH Foundational Competencies from the Council for Education on Public Health.

### **Objectives**

The Depth Experience seeks to prepare students to:

- Integrate theory and research with practice;
- Apply public health concepts and methods to solve real world problems;
- Acquire public health practice experience;
- Enhance knowledge and practice skills;
- Gain new knowledge and skills working to solve public health problems;
- Gain new skills in working as a member of multidisciplinary teams; and
- Widen the scope of professional activities, relationships, and networks.

### **Timing of the Depth Experience**

The 120-hour experience is required of all full-time MPH students. Depth hours must be completed between April of the first year and prior to the beginning of second year coursework. Students may choose to do their experience part-time during the winter or spring academic quarters, negotiating the duration and hours per week with the site. Students may also complete the Depth Experience during the summer, taking advantage of summer opportunities both in Philadelphia and elsewhere. Students must demonstrate completion of the Depth Experience and all associated deliverables by September 25<sup>th</sup> just prior to the start of the second year of the program to receive credit for completing this degree requirement.

Students develop a written learning agreement in consultation with the Director of Student Placement and the community preceptor. Partner organizations designate a qualified member of their staff to serve as the preceptor for each assigned student. The preceptor guides the student's experience on-site, helps him/her/them think critically about the concrete details and meaning of activities, and facilitates interactions with agency staff and community members.

## **Second Year Master's Project**

The culminating experience for the full-time MPH degree – the **Integrated Learning Experience (ILE)** – is required of all full-time MPH, JD/MPH, and MD/MPH students. Completed throughout the second academic year of the program, students gain public health practice or research experience relevant to their major. The ILE can be a specific project (e.g. research study, program evaluation) or an internship with multiple projects and activities.

Because the scope of projects differs by academic major, it is important to consider the MPH Core Competencies relevant to individual departments when designing a culminating experience.

The completion of a culminating experience and accompanying master's paper are required as part of the Drexel MPH degree. Students must complete and defend a master's paper based on their ILE experience. Some students go on to publish their results or gain employment at the host agency where they may become preceptors for future students.

### **Requirements**

The ILE is designed to integrate public health academic studies with public health practice skills. These projects must:

- Benefit the community or a target population
- Support DSPH goals and objectives
- Directly relate to a student's academic goals, objectives, and professional interests
- Involve appropriate DSPH faculty as preceptors and advisors.

Students develop a written learning agreement in consultation with a faculty mentor and the community preceptor. If a student's ILE is conducted at an outside organization, this partner site must designate a qualified member of their staff to serve as the community-based preceptor for each assigned DSPH student. The preceptor guides the student's experience on site, helps him/her/them think critically about the concrete details and meaning of activities, and facilitates interactions with agency staff and community members.

More information is available at the Second-Year Master's Project [website](#).

## **Joint Degree Programs**

### **JD/MPH**

The joint program in law and public health allows highly motivated students to study law and public health in an integrated manner. Students take courses at Drexel's Kline School of Law and Dornsife School of Public Health and earn degrees from both. In addition to acquiring basic skills in the two disciplines, students gain a unique perspective on the interrelation between them.

Students take their first year of study at Thomas R. Kline School of Law where they complete the standard first-year curriculum and complete a co-op placement over the summer. They spend the second year completing the standard core courses at Dornsife School of Public Health. During that year and the next, they take courses at both schools, in addition to a public health integrative experience. Depending on the pace of coursework that they select, students finish the two degrees in either three or three-and-a-half years.

More information can be found on the JD/MPH [website](#).

## **JD/MPH Sample Plan of Study**

Current and prospective students can review the JD/MPH plan of study at the link [here](#).

## **MD/MPH**

Drexel University College of Medicine offers a joint five-year program with Drexel University's Dornsife School of Public Health for students to pursue both a medical degree and a master's degree in public health.

In this program, students learn to be physicians with a public-health orientation. The program, built on a foundation of health and human rights, provides strong interdisciplinary training in clinical practice, prevention, hygiene, education and policy making.

More information is available at the [MD/MPH website](#).

## **MD/MPH Sample Plan of Study**

Current and prospective students can review the MD/MPH plan of study [here](#).

# **Academic Policies**

## **Advising and Mentorship**

To ensure timely and correct completion of the curriculum, students should meet with their graduate advisor and faculty mentor. Faculty mentors serve to provide career advice, are well-connected with public health resources locally, nationally, and internationally, and are excellent sounding boards for advice on educational and professional matters. Faculty mentors are also instrumental in helping a student to complete their master's project. Graduate advisors are assigned to students by department and are available to assist students with registration, course selection, academic issues, etc. The graduate advisor is the student's liaison to central offices within the University such as Drexel Central which houses the financial aid, billing, and registrar's offices.

## Course Registration

Students in the MPH program are expected to register themselves according to the course schedule in the plans of study found in the links above. Registering for courses out of sequence requires permission from both the Graduate Advisor. Students can follow the link [here](#) for information on how to register for courses.

## Course Evaluations

Course evaluations are sent to students toward the end of every semester/quarter through AEFIS and can be accessed through the "AEFIS" hyperlink in Drexel One. It is important that students complete these evaluations so that faculty and administrators in the Dornsife School of Public Health can have a better understanding of students' educational experiences. These evaluations take about 10-15 minutes to complete and the process is completely anonymous. The course evaluations are a critical component to Dornsife's program evaluation process and the overall quality improvement of the courses. Student feedback is essential, if we wish to understand the strengths and address the limitations of the content and instruction of our Public Health courses.

## Letter Grade Definitions, Point Equivalency, and Credit

### **General Grading Policies and Expectations**

There is an expectation of a steady increase in each student's level of performance throughout the program, with a concomitant expectation of steadily increasing ability to integrate and apply the critical elements from all preceding classes. Students are graded on their performance in all aspects of the curriculum.

- Students are expected to comply with the [University Attendance Policy](#).
- It is expected that all assignments are submitted on time. Failure to do so may result in a lower grade.
- If a student receives a grade below C in any class, they must retake that course. The course remains on their transcript and is averaged in with all other courses.

### **Letter Grades**

- **A:** The student has exceeded the required standards and expectations of academic performance. A letter grade of "A" carries four (4.0) grade points. Performance at the "A" letter grade level is indicative of exemplary achievement of course objectives. A designation of A+ can be given at the instructor's discretion to acknowledge students of highest distinction – however the A+ grade still carries four (4.0) grade points.
- **A-:** The student has met the required standards and expectations of academic performance slightly below the exceptional level. A letter grade of "A-" carries 3.7 grade points. Feedback to students – both written and verbal – should define the specific areas where improvement is needed.
- **B+:** The student has met the required standards and expectations of academic performance slightly above the satisfactory level. A letter grade of "B+" carries 3.3 grade points. Feedback to students – both written and verbal – should define the specific areas where improvement is needed.

- **B:** The student has met the required standards and expectations of academic performance at a satisfactory level. Performance at this level is indicative of good academic work with command of factual knowledge. The student’s critical analysis and synthesis skills are appropriate but not exceptional. A letter grade of B carries three (3.0) grade points.
- **B-:** The student has met the required standards and expectations of academic performance slightly below the satisfactory level. A letter grade of “B-” carries 2.7 grade points. Feedback to students – both written and verbal – should define the specific areas where improvement is needed.
- **C+:** The student has met the required standards and expectations of academic performance slightly above the marginally acceptable level. A letter grade of “C+” carries 2.3 grade points. Feedback to students – both written and verbal – should define the specific areas where improvement is needed.
- **C:** The student has met the required standards and expectations of academic performance at the marginally acceptable level. The academic work performed at this level is lacking in substance and/or form and is of marginal quality. If a student receives a grade below C in any class, they must retake that course. The course remains on their transcript and is averaged in with all other courses.
- **F:** The student has failed to meet the required performance standards and expectations of academic performance. A letter grade of “F” carries zero (0) grade points. Feedback to students – both written and verbal – should define the specific areas where improvement is needed.

## Dropping or Withdrawing from Courses

### **Dropping a course**

Courses may only be dropped during the “drop period” lasting from the beginning of the enrollment period through the end of the first week of the quarter. A student can drop the course via Drexel One during the first week. Dropping a course results in the course being removed from the student’s academic record. Dropping required courses in a given academic year may result in a student being unable to complete the program on time.

### **Withdrawing from a course**

Graduate students may withdraw from a course during the “withdrawal period” lasting from the beginning of the second week through the end of the seventh week of the quarter/ninth week of the semester.

Withdrawing from a course causes both the name of the course and the grade of “W” to appear on the student’s transcript. Before withdrawing from a course, students should consult with the instructor. All students must obtain their graduate advisor’s written authorization before withdrawing from courses. Written authorization is obtained once the instructor has signed the course withdrawal form available on the following Graduate College [website](#). Once the withdrawal form is approved by the student’s instructor and graduate advisor.

If a student is receiving financial aid, they should also discuss the implications of withdrawing from a course/s with Drexel Central. Withdrawing from required courses in a given academic year may result in a student being unable to complete the program on time.

In accordance with Drexel University's Tuition Refund/Credit Schedule Policy, the effective date of withdrawal (whether it is from an individual course or from Drexel University) will determine the amount of credit that you may be eligible to receive, thereby reducing the total amount of fees owed to Drexel University. Please refer to the [Tuition Refund/Credit Schedule](#) on the Bursar's Office website.

## **Incompletes**

At the sole discretion of the instructor a grade of Incomplete (INC) may be assigned to a course where, 1) the instructor judges the student to have a legitimate reason to request the Incomplete grade, 2) the student has successfully completed more than 70% of course work at the time of request, and 3) the student has the ability to pass the course upon successful completion of the course requirements. The student and instructor must complete a formal agreement stipulating all work to be completed and the deadline for such completion. A term grade of "F" will be assigned if contractually assigned work is not completed by the agreed upon deadline.

A Contract for Grade of Incomplete (INC) must be initiated by the student, signed by both student and the instructor, and given to the graduate advisor for processing. A student with two or more incomplete grades will not be allowed to register for additional courses without permission from the Associate Dean for Academic and Faculty Affairs.

## **Academic Integrity**

As detailed in the Drexel University Student Program Guide, plagiarism, cheating, forgery or other forms of academic misconduct are not tolerated at this institution and if allegations of misconduct related to academic integrity are upheld, a student may be expelled from the school. It is the responsibility of each student to ensure that his/her study and participation in the academic process is so conducted that there can be no question concerning his/her integrity. All assignments, unless clearly designated group projects, are expected to be the work of the individual student. Any use of ideas, data or wording of another person must include explicit acknowledgement of the source. Failure to give such credit is plagiarism. Any alteration/fabrication of data or inaccurate reporting of actual participation in an assignment are examples of academic misconduct. Any violations of the above will be dealt with utilizing the procedures outlined in the University Student Program Guide which is available online [here](#).

Some courses may use Turnitin to submit written assignments. Faculty can also use Turnitin at their discretion to evaluate any student writing submitted.

## Leave of Absence

On recommendation of the student's graduate advisor and faculty mentor a student may take a leave of absence for up to a maximum of one year consecutively or separately for master's candidates, for reasons of:

- military service,
- family care,
- serious illness, or
- another reason deemed adequate for interrupting graduate studies.

Financial obligations to the University for past periods of matriculation are not waived by a leave of absence. Furthermore, a leave of absence does not extend the time limits allowed for completion of degree. Students on F-1 or J-1 visas may be eligible for a leave of absence. Please see the [Vacation and Leave of Absence page](#) for more information.

## Readmission

All matriculated Dornsife School of Public Health students are required to be registered each quarter to continue to be degree candidates unless they have requested and have received permission for a formal leave of absence. Informal leaves of absence arrangements are not acceptable and will not be honored retroactively.

Students who have been inactivated due to:

- withdrawal from the University,
- academic dismissal, or
- registration inactivity for four consecutive quarters or three consecutive semesters

will need to be readmitted to a program to continue their education at Drexel. To reapply to a Dornsife program, students should send an email to [sphadmissions@drexel.edu](mailto:sphadmissions@drexel.edu) with the following information:

- Name
- Last date of attendance
- Program into which they are seeking readmission
- Term in which they are looking to return

For more information regarding readmission, please visit the [Readmission website](#).

## Graduation Requirements

As part of the steps to graduate, all students must complete the Student Resource Center's online Application for Degree. Submitting the application notifies the University of your intent to graduate and initiates a check to make sure you have met all degree requirements. This form may be found by logging on to your [DrexelOne account](#); selecting the students tab; under the Student Record Box select "More BannerWeb student records" then select "Apply for Your Degree." Students who are unable to graduate



must submit a new Application for Degree form in the next term they anticipate graduating. Degrees earned during any term will be awarded at the end of that term, after all grades have been submitted. Commencement is held once a year, in June.

The following conditions must be met for a student to receive a degree:

- An Application for Degree must be filed with the Registrar's office no later than the deadlines specified in the Drexel Main Campus [Academic Calendar](#).
- Specific course requirements must be completed for the program or major in which the student is enrolled.
- A grade point average of 3.0 or higher must be achieved for all coursework undertaken as part of this program at Drexel University.
- All grades for required courses must be submitted. No student will be approved for a degree while an unreported grade for a required course remains on his or her record.
- A master's student must receive final approval for graduation from the Office of Academic Affairs.
- Students must satisfy all financial obligations to the University.

If for any reason a student does not meet all requirements for graduation two days before commencement, he or she cannot graduate until the term in which all requirements are met.

If a student completes all requirements for graduation in any term other than the spring term, the degree will be awarded in the term in which the requirements are met. All financial obligations to the University must be met before the student receives his or her diploma.

## **Grievance Policies and Procedures**

The Dornsife School of Public Health encourages open student-faculty communication and discussion to affect a satisfactory solution to problems relating to academic matters. Grade issues should be discussed first with the instructor and then, if not satisfied, with the Department Chair.

### **Grade Appeals**

The grade appeals policy in part states that: where the issue involves a matter of professional assessment or judgment as e.g. of the grade for a paper or report, the student must present incontrovertible evidence that the grade awarded was biased and not in line with University policy.

To challenge any grade awarded or action taken by the instructor, the student must initiate an appeal in writing within two weeks of the decision or action in question. If it is against a grade, the written appeal should be sent to the instructor who awarded the grade.

The full policy can be found on the following [Graduate College webpage](#).

## **Other Grievances**

To submit a formal complaint, the student must address a letter to the Associate Dean for Academic and Faculty Affairs and the Dean, stating the specific complaint. The Dean will review the complaint, gather supporting material and render a decision within 30 days from receipt of the letter.

## **Voluntary withdrawal from the program**

Students who wish to withdraw from the program should do so in consultation with their graduate advisor. Students must submit a university withdrawal form to their graduate advisor for assistance with obtaining the appropriate signatures for approval.

## **Probation/Dismissal**

A student may be placed on probation or dismissed from their academic program due to academic misconduct, which is a term or cumulative GPA falling below a 3.0 (note that a 3.0 or above GPA is required for graduation). Remediation is at the discretion of the faculty mentor and graduate advisor. The policy from the Graduate College can be found [here](#).

The Dornsife School of Public Health and the University may, at any time, change any provisions, curricular requirements, bylaws, rules, regulations and policies and procedures as may be necessary in the interest of the University, the Dornsife School of Public Health, and its students.