

## Academic Standards

MSPH students must unconditionally meet the following academic standards:

Every Term:

- A minimum of 16 units must be taken each term
- Achieve a B or better in required PFRH courses, including the required PFRH track courses (minimum of 9 units)
- All required courses must be taken for a letter grade

By the End of the 1<sup>st</sup> Year:

- Achieve an overall GPA of 3.0 for all course work. A 3.0 GPA or higher must be achieved by the end of the 4<sup>th</sup> Term of Year One in order to graduate (1 Year students) or to continue into Year Two (2 Year students). During Year Two a 3.0 GPA must be maintained in order to graduate.
- All course requirements, including school-wide, PFRH, and track requirements, must be completed by the end of 4<sup>th</sup> term of Year One in order to continue into the internship or to graduate.

By the End of the program:

- Successfully complete the required culminating MSPH essay and presentation\*
- Successfully complete the MSPH Internship (2 year program only)\*

\*Details provided during Term II

Units for Graduation:

One year MSPH students must complete a minimum of 64 academic units. Two year MSPH students must complete a minimum of 128 academic units, which includes units given for the required internship. Specific school-wide and departmental course requirements are the same for both one and two year programs.

The MSPH Director and Academic Coordinator, representing the MSPH Committee, review and credential the academic progress of all MSPH students at the end of each term. A tracking sheet summarizing the student's progress is provided to the advisor and student immediately after the review. The tracking sheet makes note of if a student is not making satisfactory progress. The advisor and student are then required to meet and provide a formal letter to the Chair of the MSPH Program indicating how the student will meet the academic standard(s).

## PFRH Policy for Failure to Meet Academic Standards

If a MSPH student cannot meet the academic standards, a formal letter requesting remediation may be submitted by the student and advisor to the Chair of the MSPH Program. Judgment concerning dismissal from the program for students demonstrating substandard academic performance will be made by the MSPH Committee in consultation with the Chair of PFRH.

## Course Requirements

### Research Ethics<sup>☼</sup>

306.665	Research Ethics and Integrity: US and International Issues	3 units	3 <sup>rd</sup> Term
---------	---	---------	----------------------

One of the following courses may be substituted for the above course in consultation with the advisor (advisor must write note to the student's file approving the substitution):

221.616	Ethics of Public Health Practice in Developing Countries	2 units	4 <sup>th</sup> Term
306.655	Ethical Issues in Public Health	3 units	4 <sup>th</sup> Term
306.663	Legal and Ethical Issues in Health Services Management	3 units	3 <sup>rd</sup> Term

### Management<sup>☼</sup>

380.624	Maternal and Child Health Legislation and Programs* -OR-	4 units	2 <sup>nd</sup> Term
380.665	Family Planning Policies and Programs*	4 units	3 <sup>rd</sup> Term

Although several courses offered in other departments may fulfill this requirement, you must petition the MSPH Committee with the consent of your advisor to take an alternative.

- Please note that if you take MCH Legislation and Programs or Family Planning Policies and Programs to fulfill your Management requirement it CANNOT also be counted toward a track requirement.

### Quantitative Sciences<sup>☼</sup>

340.601	Principles of Epidemiology	5 units	1 <sup>st</sup> Term
140.621	Statistical Methods in Public Health I	4 units	1 <sup>st</sup> Term
140.622	Statistical Methods in Public Health II	4 units	2 <sup>nd</sup> Term
140.623	Statistical Methods in Public Health III	4 units	3 <sup>rd</sup> Term

*Strongly recommended but not required:*

140.624	Statistical Methods in Public Health IV	4 units	4 <sup>th</sup> Term
---------	---	---------	----------------------

(Covers statistical concepts and calculations for data analysis; develops statistical computing skills; 621-624 is the minimum required for doctoral programs in PFRH)

OR

140.611	Statistical Reasoning in Public Health I	3 units	1 <sup>st</sup> Term
140.612	Statistical Reasoning in Public Health II	3 units	2 <sup>nd</sup> Term

(Provides conceptual understanding of statistical ideas and methods; limited calculations.)

Students with a working knowledge of calculus and linear algebra may elect to take the 140.651-654 Methods in Biostatistics I-IV series.

(Presents statistical methods for advanced students. Requires knowledge of calculus/linear algebra.)

## Environmental Health<sup>☼</sup>

MSPH students must take one of the following:

180.601.81	Environmental Health	5 units	3 <sup>rd</sup> Term
180.611	The Global Environment and Public Health	4 units	1 <sup>st</sup> Term
180.629	Environmental and Occupation Health Law and Policy	4 units	3 <sup>rd</sup> Term
180.660	Introductory Principles of Environmental Health	3 units	3 <sup>rd</sup> Term

☼ School-wide requirement

## PFRH Core Requirements

{	380.600	Principles of Population Change	4 units	2 <sup>nd</sup> Term-or-
	380.600.81	Principles of Population Change (Internet Option)	4 units	2 <sup>nd</sup> Term
		-OR-		
	380.603	Demographic Methods for Public Health	4 units	2 <sup>nd</sup> Term-or-
	380.603.81	Demographic Methods for Public Health (Internet Option)	4units	3 <sup>rd</sup> Term
	380.604	Life Course Perspectives on Health*	4 units	1 <sup>st</sup> Term-or-
380.604.81	Life Course Perspectives on Health* (Internet Option)	4 units	1 <sup>st</sup> Term	

\*Fulfills the School-wide social and behavioral sciences requirement

## PFRH Track Requirements

MSPH students must take a minimum of 9 units in one of the three departmental tracks.

The courses taken to fulfill these requirements must be ***in addition to*** any departmental courses taken to fulfill PFRH course requirements, or the school-wide management or environmental health requirements.

## MSPH Essay and Presentation Requirement

All MSPH students are required to successfully complete a culminating MSPH Essay and Presentation. Specific information and guidelines can be found on pages 8-11.

Registration Requirements for MSPH Essay and Presentation  
One Year Program:

380.840	Special Studies and Research in PFRH: MSPH Essay / Presentation	
	1 year program =	5 units – 3rd Term 3 units – 4th Term

Two Year Program:

380.810	PFRH Field Placement/Internship (16 credits/term – 5th & 6th Terms)
---------	---

380.840 Special Studies and Research in PFRH: MSPH Essay/Presentation

2 year program = 5 units – 7th Term  
3 units – 8th Term

Two year MSPH students will be required to complete a two term field placement/internship experience; minimum of 4 months full-time, or no less than 680 full time work hours. Students may elect to begin the field placement in the summer immediately following the first year in the program as long as they have met the MSPH academic standards. If a student plans to either analyze or collect data as part of the internship, please consult the student [IRB handbook](#) and the [IRB website](#) and discuss related matters with their advisors. Students are expected to be on campus in the 7th & 8th terms taking courses and completing the culminating MSPH Essay and Presentation. Students who wish to extend their internship must petition the MSPH Committee for approval.

#### Petition to Extend Internship

Under special circumstances, students wishing to extend their existing internship as a special studies course (380.810) may be granted an extension by the MSPH Committee. To be considered, students must first write a formal petition to the MSPH committee before the end of 2<sup>nd</sup> term of the second year. The petition must have the following points:

- A description about how the extension would enable the student to attain his/her academic objectives beyond coursework already completed;
- The specific objectives of the extension and the skills that will be gained;
- A statement of advisor support; and
- A statement indicating the intention to return to campus for MSPH Presentation and to complete MSPH Essay in adherence with MSPH program guidelines

Students can email the petition to Lauren Ferretti ([lferrett@jhsph.edu](mailto:lferrett@jhsph.edu)), Academic Coordinator, with the student's academic advisor copied on the email.

#### Waivers

With approval of their academic advisor, students may request a waiver for MSPH course requirements (PFRH core courses or track specific) if they can provide information regarding related work experience or prior coursework which duplicates course offerings. A course description and syllabus from the prior course should be submitted with the request. Students requesting a course waiver should identify, in advance, what other course(s) in their area of interest will be taken in lieu of the required course. The total number of credits required for completion of the degree remains the same. For a full list of Department policies and waivers refer to the General Information section of this handbook.

**PFRH Track Course Requirements for MSPH  
Child and Adolescent Health and Development Track****Select one (1) of the following:**

380.641	Prenatal and Infant Growth and Development	3 units 1 <sup>st</sup> Term
380.642	Child Health and Development	3 units 2 <sup>nd</sup> Term

**Select at least two (2) of the following:**

380.623	Adolescent Health and Development	3 units 3 <sup>rd</sup> Term-or-
380.623.81	Adolescent Health and Development (Internet Option)	3 units 3 <sup>rd</sup> Term
380.624	Maternal and Child Health Legislation and Programs	4 units 2 <sup>nd</sup> Term
380.625	Attitudes, Programs, & Policies for Children with Special Health Care Needs	3 units 3 <sup>rd</sup> Term
380.626	Seminar in Child Health	3 units 4 <sup>th</sup> Term
380.671	Adolescent Pregnancy – Causes, Consequences, Interventions	3 units 4 <sup>th</sup> Term
380.720	Masculinity, Sexual Behavior and Health: Adolescence And Beyond*	3 units 2 <sup>nd</sup> Term
380.721	Schools and Health	3 units 4 <sup>th</sup> Term
380.725	Social Ecology of Adolescent Health	3 units 4 <sup>th</sup> Term
380.744.81	Nutrition and Growth in Maternal and Child Health	2 units 1 <sup>st</sup> Term
380.845	Seminar in Adolescent Health	3 units 4 <sup>th</sup> Term
410.752	Children, Media & Health	3 units 3 <sup>rd</sup> Term

\* Students must register for the three (3) unit option for this course.

## PFRH Track Course Requirements for MSPH Population and Health Track

### Required\*:

380.600	Principles of Population Change	4 units 2 <sup>nd</sup> Term-or-
380.600.81	Principles of Population Change (Internet Option)	4 units 2 <sup>nd</sup> Term
	-AND-	
380.603	Demographic Methods for Public Health	4 units 2 <sup>nd</sup> Term-or-
<b>380.603.81</b>	Demographic Methods for Public Health (Internet Option)	4 units 3 <sup>rd</sup> Term

### Students must choose at least 2 courses from the following:

380.615	Application of Population Data for Policy and Practice	3 units 2 <sup>nd</sup> Term
380.662	Critiquing the Research Literature in Maternal, Neonatal, and Reproductive Health	4 units 2 <sup>nd</sup> Term
380.650	Fundamentals of Life Tables	4 units 3 <sup>rd</sup> Term
380.651	Methods and Measures in Population Studies	4 units 4 <sup>th</sup> Term
380.655	Social and Economic Aspects of Human Fertility	4 units 1 <sup>st</sup> Term
380.658	Economics of Gender and Family	2 units 4 <sup>th</sup> Term**
380.665	Family Planning Policies and Programs	4 units 3 <sup>rd</sup> Term
380.671	Adolescent Pregnancy: Causes, Consequences And Interventions	3 units 4 <sup>th</sup> Term
380.753	Dynamics of Population Aging	3 units 3 <sup>rd</sup> Term***
380.756	Poverty, Economic Development, and Health	4 units 4 <sup>th</sup> Term
380.765.81	Preventing Infant Mortality and Promoting the Health Of Women, Infants and Children	3 units 4 <sup>th</sup> Term
380.767	Couples and Reproductive Health	3 units 1 <sup>st</sup> Term
221.627	Issues in the Reduction of Maternal and Neonatal Mortality in Low Income Countries	4 units 2 <sup>nd</sup> Term

\* Either Principles of Population Change or Demographic Methods for Public Health can be used to meet the Department core requirement.

\*\* Offered every other year, offered next in academic year 2010-2011

\*\*\* Offered every other year, offered next in academic year 2011-2012

## PFRH Track Course Requirements MSPH Reproductive, Perinatal and Women's Health

Students must take 1 course from each of the following 3 areas for a minimum of 9 credits.

### ***Epidemiology/Health Issues***

380.664	Reproductive and Perinatal Epidemiology	4 units 4 <sup>th</sup> Term
380.666	Women's Health	3 units 3 <sup>rd</sup> Term
380.668	International Perspectives on Women, Gender and Health	3 units 3 <sup>rd</sup> Term

### ***Programs/Policy***

221.627	Issues in the Reduction of Maternal and Neonatal Mortality in Low Income Countries	4 units 2 <sup>nd</sup> Term
380.624	Maternal and Child Health Legislation and Programs*	4 units 2 <sup>nd</sup> Term
380.665	Family Planning Programs and Policies*	4 units 3 <sup>rd</sup> Term
380.667	Women's Health Policy	3 units 4 <sup>th</sup> Term

### ***Biology/Clinical Issues***

120.620	Fundamentals of Reproductive Biology	3 units 1 <sup>st</sup> Term
380.641	Prenatal and Infant Growth and Development	3 units 1 <sup>st</sup> Term
380.661	Clinical Aspects of Maternal and Newborn Health	3 units 4 <sup>th</sup> Term
380.760	Clinical Aspects of Reproductive Health	3 units 3 <sup>rd</sup> Term
380.762	HIV Infection in Women, Children and Adolescents	4 units 4 <sup>th</sup> Term
380.762.81	HIV Infection in Women, Children and Adolescents ( <i>Internet</i> )	4 units 4 <sup>th</sup> Term

### **The following courses are recommended but not required:**

380.662	Critiquing the Research Literature in Maternal, Neonatal, and Reproductive Health	4 units 2 <sup>nd</sup> Term
380.761	Sexually Transmitted Infections in Public Health Practice	4 units 3 <sup>rd</sup> Term-or-
380.761.81	Sexually Transmitted Infections in Public Health Practice ( <i>Internet Option</i> )	4 units 4 <sup>th</sup> Term
380.767	Couples and Reproductive Health	3 units 1 <sup>st</sup> Term
380.765.81	Preventing Infant Mortality and Promoting the Health Of Women, Infants and Children	3 units 4 <sup>th</sup> Term

\*This course can not be used to fulfill both the departmental Management requirement and RPWH track requirement. You must choose two separate courses; one to fulfill each requirement.

---

## Guidelines for the MSPH Essay and Presentation

### Introduction

---

The MSPH Essay is designed to allow students to explore a topic of interest related to their academic program. It may take several forms: an annotated bibliography; a research/grant proposal; a report of a small research project; a structured, an analytical literature review; or a legislative position paper.

The essay is intended to be a culminating experience in which students draw upon coursework during the academic year and experience in their internship within the broader context of public health. In preparation for the completion of the MSPH essay and presentation, students should contact their advisor during 2<sup>nd</sup> Term (for 1 year MSPH students) or 6<sup>th</sup> term (for 2 year MSPH students) to discuss the type of essay the student is interested in writing. The MSPH essay completed by 2 year MSPH students is often linked to their internship experience. **Students may select any faculty member in the PRFH department with whom to work. However, the following guidelines must be followed in selecting readers:**

- The student's primary reader must be PRFH faculty.
- The student's advisor must be one of the readers.
- The student's second reader must be JHSPH faculty.
- A third reader at the agency or organization where the field placement *took* place is required if the student is using project data or if data are used for project purposes.

MSPH Essays are due early in the 4<sup>th</sup> Term. Therefore, students should begin to work on their paper during 3<sup>rd</sup> term/7<sup>th</sup> term, and complete it early in the 4<sup>th</sup> term/8<sup>th</sup> term (see deadlines below). Essays or a project from the MSPH internship will be presented at a seminar during late April or early May, prior to graduation.

### Essay Format

---

- 1) Essay should be between 15-20 pages in length. (Note: longer papers will not be accepted.)
- 2) The essay *should* contain the following parts (Title page, acknowledgments, bibliography pages are not included in paper page count):
  - A. Title Page:
    - (1) Title of Essay
    - (2) Your name
    - (3) Advisor's Name
    - (4) Date
  - B. An acknowledgments page may be included.
  - C. Body of essay with clearly labeled sections, if appropriate. (15-20 page limit)
  - D. Bibliography.
- 3) Typing Guidelines:
  - A. Use standard letter size paper 8 ½ by 11
  - B. Essay will be double spaced/single sided
  - C. Type size no smaller than 10 pt

- D. 1 inch margins all around - if you plan to put your essay in a notebook or binder, use 1½" on the left hand margin
- E. Double spacing except for block quotation
- F. Page numbering: title page, acknowledgments, etc., usually not numbered. Others numbered consecutively through to the end of the paper
- G. Use a consistent format throughout for all tables, figures, headings and endnote and/or bibliography materials.

## **References – MLA Format**

---

### Journal Article

Ginsberg, Benjamin, and Martin Shefter. "Ethics Probes as Political Weapons." Journal of Law & Politics 11.3 (1995): 497-511.

### Books

Lowi, Theodore, Benjamin Ginsberg, and Steve Jackson. Analyzing American Government: American Government, Freedom and Power. 3rd ed. New York: Norton, 1994.

### Federal Documents

United States. Cong. Senate. Committee on Governmental Affairs. The Future of the Independent Counsel Act. Hearings 106th Cong., 1st sess. Washington: GPO, 1999.

### International Documents

United Nations. General Assembly. Convention on the Elimination of All Forms of Discrimination Against Women. New York: United Nations, 1979.

### Professional Website

Liu, Alan. The Voice of the Shuttle: Minority Studies Page. 30 Oct. 1999. English Department, U of California, Santa Barbara. 11 Nov. 1999 <<http://vos.ucsb.edu/shuttle/minority.html>>.

## **Research/Grant Proposal Essay Guidelines**

---

1. Abstract
2. Introduction & specific aims
3. Background (short literature review)
4. Methods (design, population, sample size, analysis)
5. References
6. Tentative budget

## **Research Report/Publication Essay Guidelines**

---

1. Abstract
2. Introduction
3. Methods/Materials
4. Results
5. Discussion
6. References
7. Tables/Figures

8. List of potential journals for publication if appropriate.

## **Legislative Position Essay Guidelines**

---

1. Executive Summary
2. Statement of the Problem/Issue
3. Magnitude of problem,/issue
4. Causes/determinants of the problem/issue
5. Potential remedies/solutions to the problem/issue
6. Specific recommendations.

## **Annotated Bibliography Essay Guidelines**

---

1. Introduction & overview of literature review topic/techniques
2. Annotations
3. Conclusions drawn from review

## **Evaluation Criteria for MSPH Essay Readers**

---

- The student demonstrates the ability to successfully complete the organization of a body of technical information into a cohesive and acceptable research/grant proposal essay; research report/publication essay; legislative position essay; or annotated (bibliography essay)/comprehensive literature review.
- The student demonstrates the ability to make appropriate inference(s) and draw logical conclusion(s) using information from either a project or the review of the literature on the area/topic of interest.
- The student demonstrates her/his ability for assessing the relevance of the project process and/or outcome(s) and the utilization of this knowledge in either a proposal of change within the current project or the suggestion of new project(s) to accomplish the goals and objectives established for the project mentioned in the report.

(Or)

- The student demonstrates her/his ability for assessing the relevance of the reviewed literature to contemporary public health practice as well as the ability to draw conclusions and make reasonable recommendations that can advance the field of public health.

## **MSPH Presentation**

---

Each student will be required to present his/her essay or a project that was completed during the MSPH Internship in a 10-12 minute PowerPoint presentation at a public seminar before the end of the 4<sup>th</sup> term (and graduation) for one year students and before the end of the 8<sup>th</sup> term for two year students. . Your advisor is expected to review draft presentations prior to practice session. A practice session will be scheduled approximately one week prior to the public seminar.

**MSPH Essay Deadlines  
1 or 2 year MSPH Students**

<b>Tasks</b>	<b>2010-2011 Deadlines</b>	<b>2011-2012 Deadlines</b>
Select faculty members (1 <sup>st</sup> reader and 2 <sup>nd</sup> readers) with whom to work on master's essay with approval of advisor	During 2 <sup>nd</sup> Term December 1, 2010 deadline for readers	During 2 <sup>nd</sup> Term December 1, 2011 deadline for readers
Register for 380.840 SS/R in PFRH with advisor Develop essay topic with 1 <sup>st</sup> reader	January/early February	January/early February
Identify 1 <sup>st</sup> and 2 <sup>nd</sup> Reader for MSPH Essay and submit Reader's Names to Academic Coordinator	January 28, 2011	January 27, 2012
Submit essay outline to 1 <sup>st</sup> reader	January 31, 2011	January 30, 2012
Final outline of essay completed	February 7, 2011	February 6, 2012
Submit 1 <sup>st</sup> draft of essay to 1 <sup>st</sup> reader	February 21, 2011	February 20, 2012
Submit copy of completed essay to 1 <sup>st</sup> and 2 <sup>nd</sup> reader for final edits	March 7, 2011	March 5, 2012
Submit final copy (with 1 <sup>st</sup> and 2 <sup>nd</sup> reader's revisions) to both readers	April 4, 2011	April 2, 2012
Submit copy of essay approved by 1 <sup>st</sup> and 2 <sup>nd</sup> reader to Academic Coordinator	April 4, 2011	April 2, 2012
Presentation of essay/project	Late April/Early May	Late April/Early May

**These dates are not guidelines, they are deadlines. Students should plan on being in frequent contact with their advisor and reader during this period of their academic program. Please remember to give your readers ample time to read and make revisions to both your essay and presentation slides.**

## **PFRH Policy for MSPH Students Interested in Taking the 1st year Doctoral Comprehensive Examination**

Each year a few MSPH students are interested in taking the 1st year doctoral comprehensive examination. They include students who apply to the PFRH doctoral program early in their first year and are accepted as well as those who plan to apply to the doctoral program in the future. Both groups may sit for the exam to take full advantage of the fact that the coursework which is covered in the first year doctoral comps is 'fresh' in their minds at the end of the 1st year of their MSPH studies. The policy is that MSPH students who are interested in taking the doctoral comprehensive exam must:

1. Have taken all core required 1st year doctoral courses to be eligible to take the exam;
2. Discuss the decision with and get advice from their advisor about the decision the exam;
3. Petition the Department in writing and state why they are interested in taking the doctoral exam;
4. Be in good academic standing to take the exam, just like the 1st year doctoral students (have a "B" or better in all departmental courses and have an overall GPA of 3.0 or higher);
5. Understand the following about taking the exam:
  - For students who pass, the exam will remain 'valid' for 2 years past the date of the exam. In order for the exam to be useful, the student must apply, be accepted, and matriculate into the program no later than the 3rd academic year following the exam (i.e. if the department comps are taken June 2011, then the student must matriculate into a doctoral program by academic year 2013-14).
  - The score on the exam will be taken into account when decisions are made by the department about admission. Therefore, a poor score may hurt the student's chances of being admitted into the PFRH Doctoral Program.