

## Academic Standards

MHS 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 program:

- Achieve an overall GPA of 3.0 for all course work including school-wide, PFRH, and track requirements in order to graduate
- Successfully complete the required culminating Master's essay and presentation\*

\*Details provided during Term II

The Director of the Master's Program and Academic Coordinator, representing the Master's Committee, review and credential the academic progress of all Master's 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 Director of the Master's Program indicating how the student will meet the academic standard(s).

### **PFRH Policy for Failure to Meet Academic Standards:**

If an MHS student cannot meet the academic standards, a formal letter requesting remediation may be submitted by the student and advisor to the Director of the Master's Program.

Judgment concerning dismissal from the program for students demonstrating substandard academic performance will be made by the Master's Committee in consultation with the Chair of PFRH.

### **In order to graduate, students must:**

- complete a minimum of **64** units, including **32** units in demographic methods and substance
- a minimum of 16 units must be taken each term
- successfully complete courses in the responsible conduct of research
- achieve a GPA of 3.0 or higher in all course work
- achieve a grade "B" or better in all required\_PFRH courses
- successfully complete an original essay of publishable quality based on secondary data analysis (6 units)

## Course Requirements

### PFRH Department & Track 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
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)	4 units	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 Perspective on Health (Internet Option)	4 units	1 <sup>st</sup> Term

### *Students must take the following:*

380.650	Fundamentals of Life Tables	4 units	3 <sup>rd</sup> Term
380.651	Methods & 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
380.756	Poverty, Economic Development & Health	4 units	4 <sup>th</sup> Term

### *Students must take one of the two following courses:*

221.627	Issues in the Reduction of Maternal and Neonatal Mortality in Low Income Countries	4 units	2 <sup>nd</sup> Term
380.765.81	Preventing Infant Mortality and Promoting the Health of Women, Infant, and Children	3 units	4 <sup>th</sup> Term

### School-wide Requirements Quantitative Sciences

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
140.624	Statistical Methods in Public Health IV**	4 units	4 <sup>th</sup> Term
340.601	Principles of Epidemiology	5 units	1 <sup>st</sup> Term

\*\*Optional, but highly recommended

### Research Ethics and Public Health:

306.665	Research Ethics and Integrity: US and International Issues	3 units	3 <sup>rd</sup> Term
550.860.82	Research Ethics (1 unit)	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> or 4 <sup>th</sup>	Term Option
550.865.81	Public Health Perspectives on Research	2 units	2 <sup>nd</sup> Term

## **Masters Essay (380.840 SS/R, 3 units per term/3<sup>rd</sup> & 4<sup>th</sup> term)**

An original essay of publishable quality based on secondary data analysis will be required.. At least two departmental faculty will be readers, including the student's advisor. Each reader will be required to submit a letter to the Chair of the Department approving the essay.

### **General Format for all Essays**

- 1) The essay should be between 15-20 pages in length including tables, but excluding the title page, acknowledgements, references/bibliography, and appendices. (Note: longer papers will not be accepted.)
- 2) All essays should have a Title page which states the title of the essay, the student's name, the readers (with an indication of who is the advisor), and the date. You may include an acknowledgments page if you wish.
- 3) Typing guidelines:
  - Standard letter size paper 8 ½ by 11
  - Double spaced/single sided (can single space block quotations)
  - Type size no smaller than 11 pt.
  - 1 inch margins all around
  - Page numbering: title page, acknowledgments, etc., usually not numbered. Others numbered consecutively through to the end of the paper;
  - Consistent format for all tables, figures, headings, and endnotes and/or bibliography materials.

### **References – MLA Format**

Please see the following web links for reference/bibliography guidance:

<http://www.studyguide.org/MLAdocumentation.htm>

<http://honolulu.hawaii.edu/legacylib/mlahcc.html>

### **Essay Format**

**Research Report:** this format is based on secondary data analysis. The data can come from some of the freely available databases on the internet, e.g. data distributed by WHO, UN, US Census Bureau, DHS, or HMD. It can also be a database the student has access to and, if required, IRB approval. The decision on which database to use will need to have advisor approval.

- Structured abstract (1 page maximum)

- Should include the following headings: Background, Objective (s) of study, Methods, Results, Conclusions
- Introduction (1 to 3 pages)
  - Why is the topic an important public health issue/problem?
  - What is the magnitude of issue/problem and population affected?
  - What are the knowledge gaps and how does the current study fill those gaps?
- Methods (2 to 4 pages)
  - Study design
  - Population/participants
  - Measures/Topics of interest
  - Data analysis
- Results (3 to 6 pages)
- Discussion (2 to 4 pages)
- References
- Tables/figures

## **Evaluation Criteria for Masters Essay Readers**

- The student demonstrates the ability to successfully complete a cohesive and acceptable essay in the timeframe provided and applying public health knowledge and skills.
- The student demonstrates the ability to make appropriate inference(s) and draw logical conclusion(s) to inform the field of public health.

## **Masters Presentation**

Each student is required to present his/her essay in a 10-12 minute PowerPoint presentation at a public seminar before the end of the 4<sup>th</sup> term. The student's advisor is expected to review draft presentations prior to a practice session. The practice session will be scheduled approximately one week prior to the public seminar. No video clips are allowed in the presentations.

**2011-2012 Deadlines  
1 year MHS in Demography**

<b>Tasks</b>	<b>2011-12 Deadlines</b>
Submit one page form to identify essay topic, readers and format	January 30, 2012
Register for 380.840 SS/R in PFRH with advisor	January/early February
If essay is a research report, work with JHSPH faculty to submit IRB application	February 6, 2012
Submit essay outline to 1 <sup>st</sup> reader	February 6, 2012
Final outline of essay completed	February 13, 2012
Submit 1 <sup>st</sup> draft of essay to 1 <sup>st</sup> reader	February 27, 2012
Submit copy of completed essay to 1 <sup>st</sup> and 2 <sup>nd</sup> reader for final edits	March 23, 2012
Submit final copy (with 1 <sup>st</sup> and 2 <sup>nd</sup> reader's revisions incorporated) to both readers	April 9, 2012
Submit copy of essay approved by 1 <sup>st</sup> and 2 <sup>nd</sup> reader to Academic Coordinator	April 16, 2012
Presentation of essay/project	May 9 and 10, 2012

**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.**