



JOHNS HOPKINS
BLOOMBERG SCHOOL
of PUBLIC HEALTH

Population, Family and Reproductive Health
MASTER HEALTH SCIENCE – ONLINE
STUDENT HANDBOOK
2020-2021



Johns Hopkins Bloomberg School of Public Health
Department of Population, Family and Reproductive Health
615 N. Wolfe Street | Baltimore, MD 21205

**THE JOHNS HOPKINS UNIVERSITY
BLOOMBERG SCHOOL OF PUBLIC HEALTH
2020-21 ACADEMIC YEAR CALENDAR**

MEMORIAL DAY HOLIDAY	M May 25
SUMMER INSTITUTES	T May 26
REGULAR SUMMER TERM	W July 1 – W Aug 26 (40 class days)

Registration Begins for Summer Institute Terms.....	T Feb 11
Registration Begins for Regular Summer Term	Th April 2
Internet-Based/Part-Time MPH New Student Orientation.....	Sun May 31
Summer Institutes Begin	Begin T May 26
Regular Summer Term Registration Ends	F June 26
NEW STUDENT ORIENTATION	M June 29– T June 30
Instruction Begins for Summer Term	W July 1
INDEPENDENCE DAY HOLIDAY	F July 3
Regular Summer Add/Drop Period.....	W July 1– W July 8 (full term courses only)
Last Class Day of Regular Summer Term	W Aug 26
Last Class Day of Summer Institutes	F Aug 28

1ST TERM	M Aug 31 – M Oct 26 (40 class days, M-F)
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1 st Term Registration Begins for Continuing and Special Students.....	M Apr 27
1 st Term Registration Ends for Continuing and Special Students	W Aug 26
NEW STUDENT ORIENTATION/ REGISTRATION	Th Aug 27 – F Aug 28
Instruction Begins for 1 st Term	M Aug 31
LABOR DAY	M Sept 7
Add Period.....	M Aug 31 – Su Sept 6
Drop Period	M Aug 31 – Su Sept 13
Last Class Day of 1 st Term.....	M Oct 26

2ND TERM	T Oct 27 – W Dec 23 (39 class days, M-F)
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2 nd Term Registration Begins.....	M Apr 27
2 nd Term Registration Ends	F Oct 23
Instruction Begins for 2 nd Term	T Oct 27
Add Period.....	T Oct 27 – M Nov 2
Drop Period	T Oct 27 – M Nov 9
THANKSGIVING RECESS	W Nov 25 – Su Nov 29
Last Class Day of 2 nd Term.....	W Dec 23

Internet-Based/Part-Time MPH New Student Orientation	Sun Jan 3
WINTER INTERSESSION	M Jan 4 – F Jan 15

Winter Intersession Registration Begins.....	Th Oct 1
Winter Intersession Registration Ends.....	W Dec 30
MARTIN LUTHER KING, JR. HOLIDAY RECESS	M Jan 18

3RD TERM	M Jan 25 - F Mar 19 (40 class days, M-F)
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Registration Begins for 3 rd Term.....	M Nov 16
3 rd Term Registration Ends	F Jan 22
Instruction Begins for 3rd Term.....	M Jan 25
Add Period.....	M Jan 25 - Su Jan 31
Drop Period	M Jan 25 – Su Feb 7
Last Class Day of 3 rd Term	F Mar 19
SPRING RECESS	M Mar 22 - F Mar 26

4TH TERM	M Mar 29– F May 21 (40 class days, M-F)
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Registration Begins for 4 th Term.....	M Nov 16
4 th Term Registration Ends.....	F Mar 26
Instruction Begins for 4 th Term.....	M Mar 29
Add Period.....	M Mar 29 – Su Apr 4
Drop Period	M Mar 29 – Su Apr 11
Last Class Day of 4 th Term.....	F May 21
PUBLIC HEALTH CONVOCATION	T May 25
UNIVERSITY COMMENCEMENT	Th May 27
RESIDENCY PROGRAM ENDS	W June 30

All JHU divisions begin fall terms on Monday, August 31, 2020 and spring terms on M January 25, 2021
Rosh Hashanah Sa September 19; Yom Kippur, M Sept 28
APHA Oct 24-28, 2020, San Francisco, CA

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**Part I -
GENERAL INFORMATION**

PFRH General Information

A. Education Office

The education office is your first point of contact for most questions regarding academic student-related matters.

Donna Strobino, PhD

Vice Chair of Education

dstrobi1@jhu.edu

Room E4650

Tel: 410-502-5451

Gilbert Morgan

Academic Program Manager

gmorga13@jhu.edu

Room E4005

Tel: 410-614-6676

Kristen McCormick

Senior Academic Program Coordinator

kmccor14@jhu.edu

Room E4014

Tel: 410-955-1116

B. Information Technology

The Information Technology Team provides leading edge technology and systems support at JHSPH. Our Anytime-Anywhere strategy means that the School's information resources are available to the faculty, students, and staff of JHSPH from anywhere in the world, any time they need them.

High quality support is an integral factor in the success of today's public health professional. The JHSPH Information Technology team deploys technology to enhance the productivity, learning and research experience of the School's faculty, staff, and students.

In deploying our Anytime-Anywhere strategy, we make the computing, networking, and communications resources of the School available 24 hours a day, 7 days a week, 365 days a year both on-campus and off. The Information Technology team also provides comprehensive and customized services to faculty and administrators that streamline and secure survey data collection, project management, computer purchasing, and networking.

All new students will be issued a Johns Hopkins Office 365 email account, which is based on your Johns Hopkins Enterprise Directory (JHED) ID. Step-by-step instructions to activate your JHED ID are available [here](#).

After your JHED ID is activated, you can set up your Office 365 email account by following the instructions located [here](#).

You will be given a JHSPH ID to access JHSPH resources such as the my.JHSPH portal, printing, and the secure wireless network.

Information Technology Office

Room: W3014, Wolfe St.

Phone: 410-955-3781 (5-3781)

Hours: Monday-Friday 8:30 am-5:00 pm (walk in and phone in)

Closed weekends and holidays.

C. Departmental Seminars

PFRH holds a [noon seminar series](#) every Wednesday 1st through 4th term. **PFRH students are required to attend.** The schedule of seminars will be sent in advance via email to all PFRH students and listed in the JHSPH Weekly Calendar. All graduating students are **required** to make a presentation of their thesis results in a formal academic setting, which may include the departmental noon seminar or a professional meeting.

D. Departmental Special Seminars

The department offers special seminars throughout the year (e.g. the Masters' presentation seminar). Students may be required to attend additional seminars throughout the year.

E. Departmental Services

Payroll

Teaching and research assistant payroll forms can be found online at my.jhsph.edu under the department in the section called Human Resources and Payroll. All questions regarding payroll including stipends should be directed to pfrh-payroll@jhu.edu. Completed paperwork that cannot be sent electronically should be delivered to the front office – E4527. Students who need to be set up on payroll for stipends payments should email pfrh-payroll@jhu.edu to set up an appointment.

Facsimile Machine

Students have access to send and receive local faxes from the departmental fax machine listed below.

(410) 955-2303 (Bloomberg School of Public Health building E4527 PFRH Main Office).

Kitchens

The department has three kitchens available for your use. Refrigerators are cleaned on Fridays at 4:30pm and everything not marked with a name and date is thrown away. Please be advised that the refrigerators (and microwaves) are maintained by our department staff and not housekeeping so please clean up your spills. Also staff, faculty and students share the three refrigerators so please be mindful of space when storing large items.

F. Parking

See Bloomberg School of Public Health: <http://www.jhsph.edu/student-life/transportation/>.

G. Student Groups

See Bloomberg School of Public Health: http://www.jhsph.edu/offices-and-services/student-assembly/student_groups.html.

H. COVID-19 Information

For academic year 2020-21, many on-site services will not be available during the 1st and 2nd term and possibly extended through the 3rd and 4th term. All such services, however, will be able to be accessed remotely. Information about these services and answers to additional resources are listed below.

COVID-19 News & Information: <https://my.jhsph.edu/Resources/COVID-19/Pages/default.aspx>

FAQs: <https://my.jhsph.edu/Resources/COVID-19/Lists/FAQStudent/By%20Topic.aspx>

Mental Health: <https://my.jhsph.edu/Resources/COVID-19/COVID19MH/Forms/AllItems.aspx>

JHSPH Academic Policies and Procedures

The School's Catalog and Student Handbook can be found at: http://www.jhsph.edu/student_affairs/one_stop/.

The school's internal website ("the portal") resources page, <https://my.jhsph.edu/Resources/>, houses commonly-needed links, including Computer Related Policies, HIPAA Intellectual Property Guidelines, and Office of Communications Policies and Procedures, as well as information specifically for students.

Students should be familiar with the School's Policy and Procedure Memos (PPMs) for Academic Programs and Students. The PPMs are located on the School's internal website ("the portal") at <https://my.jhsph.edu/Resources/PoliciesProcedures/ppm/Pages/default.aspx>.

Topics addressed in the School's Academic Programs:

- Academic Programs #1 General Policies
- Academic Programs #2 School of Advanced International Studies (SAIS)/Bloomberg School of Public Health Dual Degree Program
- Academic Programs #3 Doctor of Philosophy Degree
- Academic Programs #4 Doctor of Public Health Degree
- Academic Programs #5 Doctor of Science Degree
- Academic Programs #6 Continuing Education Courses
- Academic Programs #7 Master of Public Health Degree
- Academic Programs #8 Master of Health Science Degree - Academic
- Academic Programs #9 Master of Health Science Program for Doctoral Degree Candidates
- Academic Programs #10 Master of Science Degree
- Academic Programs #11 Master of Science in Public Health Degree
- Academic Programs #12 Registration and Acquisition of Course Credits
- Academic Programs #13 Master of Health Administration
- Academic Programs #14 Master of Science Degree - Interdivisional Program in Clinical Investigation
- Academic Programs #15 Doctor of Philosophy (Ph.D.) Degree - Interdivisional Program in Clinical Investigation
- Academic Programs #16 Master of Health Science Degree - Interdivisional Program in Clinical Investigation
- Academic Programs #17 Certificate Programs
- Academic Programs #18 Master of Science Program for Doctoral Degree Candidates
- Academic Programs #19 Bachelor of Arts/Master Degree Programs
- Academic Programs #20 Master of Public Policy Degree
- Academic Programs #21 Master of Bioethics Degree
- Academic Programs #22 OPAL Degree
- Academic Programs #23 MAPHB Online Degree

Topics addressed in the School's Students PPMs include:

- PPM Students #1 Academic Ethics
- PPM Students #2 Special Student Status: Regular Special Student
- PPM Students #3 Special Student Status: Limited Special Students
- PPM Students #4 Special Student Status: General Preventive Medicine and Occupational Medicine Residents
- PPM Students #5 Postdoctoral Fellows - Policy Guidelines and Procedures
- PPM Students #6 Student Conduct Code
- PPM Students #7 Student Grievance Procedure

Regulations for PFRH Students

A. Registration Policies

Registration

The on-line program is designed to be completed in 1-3 years on a part-time basis. While students are required to be registered full-time or to enroll in courses every term, students must make a request to their advisor if they do not plan enroll in courses for more than two consecutive terms including the reason for the request. Please note that the Student Accounts office will impose a \$100 fee for late registration.

Students who find that they cannot complete the program in 3 years will need to petition the PFRH Masters Committee for an extension in the program. This request must include support of the advisor, the reason for the need to extend beyond 3 years and a plan for completing the program on a timely basis.

B. Satisfactory Academic Progress

PFRH has a rigorous standard for satisfactory academic progress. Students must adhere to the following:

- Master students must achieve a cumulative GPA of 2.75 for all formal course work.
- Master students must complete program requirements within the time limits published in the designated Academic Program Policy and Procedure Memorandum (PPM).

C. Unsatisfactory Academic Progress/Cause for Dismissal

A failing grade (F) in two or more courses will be cause for dismissal from the PFRH graduate program. The department will permit a student to remediate one course failure (F). Any student who fails a course will be monitored closely regarding academic progress.

Other causes for dismissal from the program include, but are not limited to, the following:

- Ethics violation
- Failure to maintain required GPA and to successfully complete all required courses

D. Departmental Pass/Fail Policy

The following policies are applicable to PFRH students:

- **Master's Programs:** PFRH requires Master's students to take all required courses, including required PFRH area of interest courses, for a letter grade. Only elective courses may be taken as Pass/Fail option unless otherwise waived for the academic term or year by the school. Students should have a discussion with the faculty advisor for taking courses Pass/Fail.

E. JHSPH Courses Taken Prior to Enrollment in Current Degree Program

Students who previously took a course at the School of Public Health who wish to use the course to fulfill a current requirement must have received a "B" or better and taken the course within the last three years of matriculating into their current degree program. Students who took these courses as an undergraduate may use the courses to fulfill course requirements, but may not receive credit for the course to meet the minimum credit requirement for their current degree program.

F. Course Waiver Policy

Students requesting course waivers must present evidence of prior coursework in the same subject, including, but not limited to, a syllabus and transcript. No waivers will be granted for courses in which the student received less than a B or did not receive a letter grade. If a waiver is granted, another course in the same subject must be taken as a substitute.

Required PFRH Courses

Students wishing to waive **380.604, Life Course Perspectives on Health**, must petition the instructors and show that they have taken a similar course, demonstrate knowledge of the foundations of a multilevel life course perspective on health, and demonstrate (e.g. through a past course paper) that they understand how to develop a conceptual framework.

Students wishing to waive **Principles of Population Change (380.600) or Demographic Methods for Public Health (380.603)** may do so with the consent of the instructor and with the understanding that they are required to take a higher level course in the same subject area (e.g., Social and Economic Aspects of Human Fertility (380.655) instead of Principles of Population Change or Methods & Measures in Population Studies (380.651) instead of Demographic Methods for Public Health).

Master's or doctoral students may petition the Master's or Doctoral Committee, with consent from their academic advisor, to **substitute a course requirement with another course not listed in the requirements**. Students should contact the Education Office with their request; the Education Office will forward the request to the degree program director or course instructor, as appropriate. Evidence of having taken a similar course in a previous graduate program or a rationale for substituting a course must be provided with the petition. The request will then be reviewed by the degree (Master's or Doctoral) program committee. **The Department's waiver form can be found under the PFRH Policies & Forms section.**

Required Courses in Other Departments

Students wishing to waive **Epidemiologic Inference (340.721) or Epidemiologic Methods (340.751)** may do so by contacting the Academic Coordinator in the Department of Epidemiology, FranBurman@jhu.edu, at the beginning of the 1st term. Students may waive Epidemiologic Inference or Epidemiologic Methods only if they have completed a graduate level course in epidemiology with a grade of B or higher. Students will need to take the waiver exam and receive a score of 85% or better on the exam. Students who do not pass the exam must register for the course. Students who receive a waiver for Epidemiologic Inference must take a higher-level course in epidemiologic methods.

The only Biostatistics course that can be waived is **Statistical Methods in Public Health (140.621)**. Students may petition the Department of Biostatistics for a waiver if they can document and demonstrate that they have previously acquired the course competencies. The documentation to grant a waiver requires the title of previous course(s), name of instructor(s), textbook(s) used, course syllabi, and grade(s) received. After review of this documentation, one or more written waiver examinations may be required. Students wishing to request a waiver should contact the Academic Coordinator in the Department of Biostatistics, margo1@jhu.edu, before the start of the 1st term. Doctoral students are required to take the remainder of the Statistical Methods in Public Health sequence (140.622-624) or Methods in Biostatistics (140.651-654).

Student's Responsibilities Regarding Deadlines

If a student needs to postpone taking an examination or submitting a paper for a PFRH course, the student must make the request in writing in advance to the course instructor explaining the reason for the request. The ruling made by the individual faculty member is final about such requests, and there is no appeal process. Original copies of work should be turned in for assignments. **The use of e-mail for turning in work is at the discretion of the instructor. It is the student's responsibility to ensure that the appropriate faculty member actually receives her/is/their work.**

Special Studies

Special studies provide students with the opportunity for intensive exploration of substantive and methodological issues in their area of interest under the supervision of a faculty member. Students are encouraged to undertake such opportunities in advance of planning their master's essay or research. A special-studies form must be completed by students and faculty with whom they are working for special studies that are not taken for development of a doctoral research proposal or to complete the required MSPH/MHS essay. The form shown below includes the objectives for the special studies and the activities and deliverables undertaken to meet the objectives along with a timeline and frequency of meetings.

Institutional Review Board Research Project Approval Procedures

The Institutional Review board (IRB) of the Bloomberg School of Public Health requires review of all faculty and student research involving the use of human subjects.

Before beginning contact with either human or animal subjects for research, students, as all researchers, must obtain the appropriate approval for their projects from either an institutional review board (e.g., the Institutional Review board, IRB) or the Institutional Animal Care and Use Committee (IACUC). In both cases, the faculty mentor must be involved in this process in that the protocol for the research project is submitted under the faculty's name with the student listed as a student investigator. NO contact can be made with humans, human tissue, human samples or human records without prior approval of the protocol by the IRB. NO animals can be purchased for the experimentation without an IACUC protocol approval.

It is important for students to make sure that they are either listed on their mentor's approved protocol or have obtained approval for their research protocol, in collaboration with their mentor before starting their research.

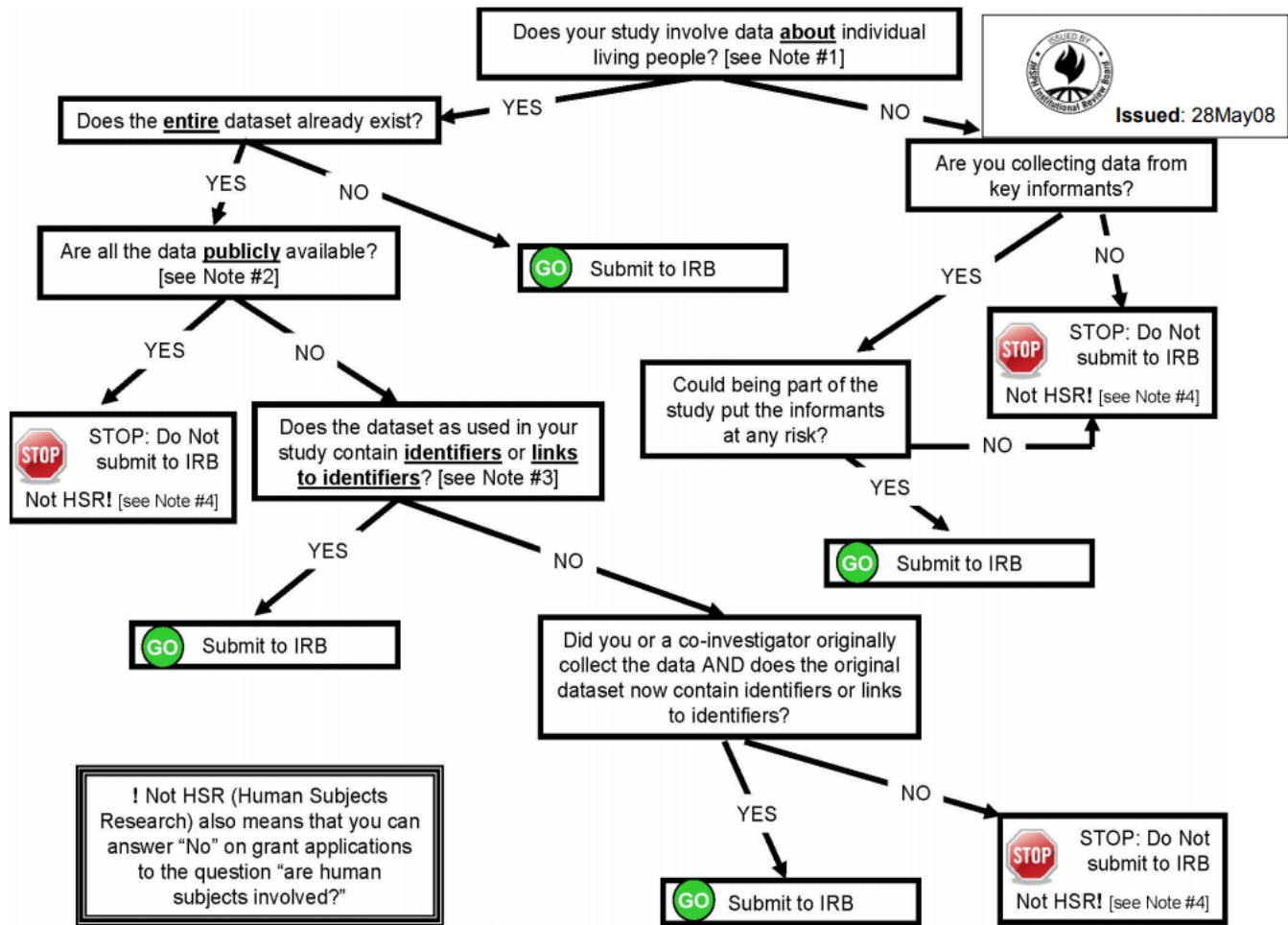
Information about the IRB committee can be obtained at the Office for Research Subjects in Suite W1100 in Bloomberg School of Public Health building. Students who are conducting original and independent research - under the direction of JHMI faculty advisers - that involves human subjects must have their proposed project approved by this committee.

When students are using data and other information that was developed by a previously approved JHMI or IRB research project, a copy of the previous IRB approval must be forwarded to the IRB in addition to a plan of how the data are to be used in secondary data analysis. If the student will be conducting secondary analysis of data from an existing approved study (refer to IRB list), the student and advisor will complete the IRB short form for approval of a secondary data analysis of the approved data set. The IRB still needs to review and approve how the student plans to use the data and report the findings from the analysis of the data.

For field placement activities outside of JHU, the student's advisor will review the proposed set of activities to be conducted during the field placement experience (usually before the placement starts or within the first month of work to assure that approval is granted before research begins). If it is difficult to distinguish whether the activities are "practice" or "research", the student should consult the IRB website about the activities. If necessary, after review of the website, a memo describing the proposed activities should be submitted to the IRB by the student and advisor for an expedited review. The IRB review process should be completed within two weeks and a decision made as to whether the proposed activity is "professional practice" or "research project".

The IRB will advise the student and advisor of their decision and if the scope of the project requires a full IRB application. In the circumstance that the IRB determines that an MSPH or MHS student is planning to conduct an activity that meets the criteria for a research project, the IRB will request completion of a full application for submission to the Institutional Review board. The letter from the IRB and any subsequent communication will be kept in the student's departmental record.

Authorization must also be obtained from the agency/department sponsoring a field placement for the use and dissemination of the data and information in question. If the student plans to publish his/her/their work and/or the work is conducted as "research", a full IRB application must be submitted. Guidelines for preparing an application to the Committee on Human Research are available in Room W1100 and on the IRB website, <http://www.jhsph.edu/offices-and-services/institutional-review-board/>.



Notes: Is it human subjects?

1. "About" means the data provide information about individual living people, not simply collected from individual living people. Key informant data about agencies or other entities (e.g., asking a hospital administrator about wait times in the ER, asking a drug manufacturer about dispensing patterns) or from experts or opinion leaders about their areas of expertise does not constitute data about individual living people.
2. "Publicly available" means the information is available to anyone, without prior clearance or qualification. Examples of publicly available data include census data, state court records, openly available national household surveys, or data available on the web. If you need a Data Use Agreement, it is not publicly available.
3. Identifiers provide the possibility of linkage to specific individuals. Examples include names, social security numbers, addresses, hospital IDs, or any HIPAA-defined identifiers. Identifiable can also mean that you can reasonably link to a specific individual based on an ensemble of variables. If you retain records that link an individual to a study ID, even if those records are kept in a separate location, then those individuals remain identifiable as long as you keep those records.
4. Can I still submit something I think is NHR to the IRB for review? Yes! There is some element of risk in making this determination yourself, should you ever be challenged on the decision not to submit by a journal editor or other source. You are welcome to submit any research protocol to the IRB and you will receive a statement with a determination following review. We urge you to do so to protect yourself if the topic is particularly socially or politically sensitive. If you elect to use the flow chart with attached clarifications, then we recommend printing it out, with notations regarding how you made your ultimate decision, and retain it in your files.

JHSPH Travel Abroad Policy

International Travel

The Department and the School require all students who are traveling abroad for academic and/or research purposes to create a travel registry profile. The School collects this information on an ongoing basis, so that in case of an emergency the University knows where individual students are located and how she/he/they can be reached. To create a Travel Registry Profile, please visit <https://my.jhsph.edu/sites/itr/default.aspx>.

To begin preparing for international travel, visit <https://my.jhsph.edu/sites/itr/default.aspx>. Students with questions should contact Edna Koimur, Student Accounts Office, at 410-955-5725 or ekoimur@jhu.edu.

Johns Hopkins University has a 24/7 resource on call, online and even on the ground to help with any medical, security and logistical questions, concerns and situations that may arise. If you need a medical referral, lose your medication, seek pre-travel advice or experience a medical or security crisis, Johns Hopkins University has a fully integrated program in place so you receive the care and expertise that you need, whenever and wherever you need it.

Johns Hopkins University partners with International SOS, the leading medical assistance, international healthcare and security assistance company. Travel security services are provided by a joint venture of International SOS and Control Risks, the world's leading security risk management firm. SOS card information can be found at http://www.jhu.edu/purchasing/travel/intl_sos.pdf.

To obtain a travel insurance card please contact the Risk Management Department at 443-997-8258.

As a graduate student at the Johns Hopkins Bloomberg School of Public Health, you may have an opportunity to supplement your education or conduct research in another country. These opportunities often enrich the academic curriculum, contribute to dissertation research, and allow students to apply the knowledge obtained in the classroom to the world's communities. While the School encourages participation in these experiences, international tensions can be high. Therefore, students should seek information on conditions abroad before traveling.

Any plans for international travel should be carefully considered. Before undertaking any travel, please consult the Department of State Website at <http://travel.state.gov>. Information on US embassies, travel advisories, and the availability of transportation should the situation in a country deteriorate may be found on this site.

If you are traveling to a less developed part of the world, you should be certain to contact your health care provider or the Johns Hopkins International Travel clinic to learn about recommended immunizations and other matters to guard your health. Located on the East Baltimore campus, you can reach the International Travel Clinic by telephone at 410-955-8931. Further information about recommended immunizations and prophylaxis is available at the CDC Website, <http://www.cdc.gov/travel>.

Students who travel must complete a Graduate Student Study Release and must leave contact information with the PFRH Education Office. Copies of the Graduate Student Study Release (https://my.jhsph.edu/sites/itr/Documents/Graduate_Student_Study_Release_Form_9_Apr_2013.pdf) form may be obtained online or Student Affairs in suite E1002 of the Wolfe Street Building. In addition, PFRH students must complete the department's travel form. A copy of the form can be found at <https://my.jhsph.edu/sites/PFHS/handbook/All%20Students/Traveling%20to%20Countries%20with%20Travel%20Warnings%20Form%202013.doc>.

In addition, when going to and returning from countries that are considered State Department Warning Areas (listed here: <http://travel.state.gov/content/passports/english/alertswarnings.html>), travelers must notify department chairs or their designees. Travelers must notify Associate Dean Ward (mward@jhu.edu) before going to CDC Warning Level 3 areas (i.e., avoid nonessential travel) and upon their return. Current Level 3 areas are Guinea, Liberia and Sierra Leone. Check <http://wwwnc.cdc.gov/travel/notices> for an up-to-date list. Students should contact Michael Ward for additional questions or information.

International students must contact the Office of International Services (OIS) well in advance of any travel to avoid compliance issues with their visa status. OIS may be contacted at 410-955-3371, or at <http://www.hopkinsmedicine.org/intlsvcs>.

The Global Field Research Award supports hands-on public health research and practice related travel costs. All full-time students in good standing are eligible to apply. Details and application available at <http://www.hopkinglobalhealth.org/news-events/news/center-for-global-health-awards-85-student-travel-grants/>.

PFRH Teaching Assistant Policy

The Department of Population, Family and Reproductive Health supports **full-time graduate students** serving in the role of teaching assistants (TA). The department values the educational and learning experience that students gain through participating as a TA in addition to providing monetary compensation to them. The department classifies TA positions into 2 levels: 1.0 FTE TA and 0.5 FTE TA. The expectation for time commitment as well as monetary compensation differs for the two levels. Part-time students are not eligible for TA positions due to FLSA rules.

Information about current TA positions will be sent to students throughout the year. Typically, students should have already taken the course in order to be a TA. Students wishing to serve as a TA in a course should meet with the course instructor prior to agreeing to serve as a TA and discuss the nature of the course as well as the faculty member’s expectations. Both should discuss the responsibilities of the TA as well as the tasks the department deems beyond the scope of the TA to be sure there are no misunderstandings about roles. The expected number of hours/week as well as preparation needs should also be addressed. Once a student and faculty member have agreed, they both must sign the TA agreement form; students submit it to the department’s payroll office.

The number of hours that a TA actually works may vary substantially from course to course, but it is generally expected that a TA will begin work approximately two weeks prior to the start of the course and continue to work at least 10 days beyond the last class session or until grades are submitted. 1.0 FTE TA is expected to attend each class session. 0.5 FTE TAs may or may not be required to attend class sessions.

TA Payment Scale

(Rate determined at the end of add/drop)

Class Size	1.0 FTE 3 Credit Courses	1.0 FTE 4 Credit Courses	.50 FTE 3 Credit Course	.50 FTE 4 Credit Course
<16	594			
16-24	1,188	1,332	594	666
25-40	1,476	1,620	738	810
41-54	1,764	1,908	882	954
>54	Determined on course by course basis			

PFRH Policies & Forms

PFRH Degree Requirements Waiver Request

Student Name_____ Degree Program_____

Advisor Name_____

Date of Request _____ (MM/DD/YY)

Course name and number

Reason for waiver request*

*Please state the reason for the request and provide documentation supporting the waiver request (e.g. syllabus for course you would like to take instead of required course, reason you need to take course later in program) Identify if alternate course is proposed, and specify as appropriate.

I understand that this waiver must be approved by my advisor, the program director and Doctoral or Masters Committee.

Signature of Student Date

Signature of Advisor Date

PFRH Degree Requirements Waiver Procedure:

All waiver requests must be submitted on this form to the Education Office. Once approved, documentation of the waiver will be maintained in the student’s file.

PFRH students may petition the PFRH Doctoral or Masters Committee, with consent of their academic advisor, to waive a particular course in the PFRH list of requirements, but it must be replaced with a similar or higher level course. Students should first contact the Education Office with their request once she/he/they has consent from her or his advisor. The Academic Program Administrator will forward the request onto the degree program director. Evidence of having taken a similar course in a previous graduate program or a rationale for substituting a course must be provided with the petition.

Students requesting waivers must present evidence of prior coursework in the same subject, including a syllabus and transcript. No waivers will be granted for courses in which the student received less than a B. If a waiver is granted, another course must be taken as substitute.

Please submit this request to the Academic Program Administrator, Gilbert Morgan (E4005)

Office Use Only

Date request received_____ Departmental or Area of Interest requirement_____

Approval Date_____ Student Record updated

Alternate Course_____



Advisor Change Request Form

Date of Request

Student Name

Degree Program Area of Interest

Effective Date: Academic Year Term

Student Signature

Primary Advisor (Please Print Name)

Signature

New Advisor (Please Print Name)

*New Co-Advisor (Please Print Name)

Signature

Approval of Change:

Donna Strobino, PhD Vice Chair of Education

*If applicable

*Please return completed (printed) form to Gilbert Morgan, Academic Program Manager
CC: Advisor and Student File*

PFRH Special Studies Tracking Form

Student Name _____ Academic Year _____

Faculty Name _____ Term _____

Learning objectives

Activities

Deliverables

Timeline

Frequency of faculty-student meetings (e.g., 1 hour every other week) _____

Hours/week of student's independent effort (beyond faculty-student meetings) _____

Number of academic credits in specified term

- 1 credit = 3 hours/week (combined faculty-student meeting and student's independent effort)
- 2 credits = 6 hours/week (combined faculty-student meeting and student's independent effort)
- 3 credits = 9 hours/week (combined faculty-student meeting and student's independent effort)
- Other _____

Signature of Student _____ Date _____

Signature of Advisor _____ Date _____

COMPLETED FORM TO BE SUBMITTED TO ACADEMIC OFFICE (GILBERT MORGAN) AND HOUSED IN STUDENT FILE.

Traveling to Countries with Travel Warnings Form

Student must submit this form if question 3 in the Travel Checklist was marked Yes.

This form must be submitted to Kristen McCormick (master's students) or Gilbert Morgan (doctoral students) along with the International Travel Checklist, the Safety or Evacuation Plan, and photocopies of your passport, health insurance and student ID, at least 2 months before the proposed travel date.

Student's Full Name: Program Area: Degree:

1. Country of Citizenship:
2. Country and city of Travel:
3. Length of Stay:
4. Address of the nearest U.S. consulate and your country's consulate, while in this country:

5. Will this trip satisfy a degree requirement (MHS internship, Doctoral Thesis, Doctoral Non-Thesis Related Research)?

 MSPH Internship Other
 Doctoral Thesis No
 Doctoral Non-Thesis related Research
6. Please name the organization and/or faculty member you will be working in this country:

7. List all the cities, towns, and rural areas you will be working in:

8. Does the organization/faculty member have a safety or evacuation plan in place in case of emergencies?
Yes No

If Yes, please include a copy of the safety plan in this form

- 9. What project will you be working on?

- 10. What will be your specific duties?

- 11. Who will be your direct supervisor?

- 12. What is the address and telephone number of the main office you will be working in?

- 13. What is your lodging plan while traveling abroad?

- 14. Provide justification for working in this specific country

Student's Signature: _____ Date: _____

For Advisor or Faculty member responsible only:

___ I have no issues or concerns with this student's travel

___ I have concerns regarding this student's travel

Please comment on any aspects of the project you would like the committee to consider when reviewing this form

Advisor/Faculty's Signature: _____ Date: _____

**PART II -
MASTERS STUDENTS
HANDBOOK**

MHS Online Program Overview

This PFRH handbook describes the program of study for online MHS students specializing in Maternal and Child Health (MCH). It is based on the competencies for the program shown below and the 12 foundational learning objectives required for all programs in schools of public health by the Council on Education in Public Health (CEPH). All Online MHS students should have a fundamental understanding of statistical methods and their application, epidemiology, research ethics, research methods in a selected methodological area, and expertise in MCH, as listed below, and the application of life course perspectives on health, demography and population dynamics to this area of interest.

During the program, students are required to:

- Successfully complete: Epidemiologic Inference or its equivalent; 12 units of Biostatistics; two (2) units of Research Ethics; Academic and Research Ethics; two (2) Research Methods courses in addition to Epidemiologic Inference or its equivalent; five MCH courses including (2) core courses which examine the application of life course perspectives on health and demography to MCH area and three (3) specific courses in MCH;
- Successfully complete courses that address the 12 foundational learning objectives required for all degree programs in schools of public health by CEPH;
- Complete an individual development plan for their studies;
- Complete a minimum of 64 academic units (4 full-terms equivalents of coursework) in 1-3 years;
- Achieve a grade point average (GPA) of 2.75 or higher in all course work in order to be in good academic standing;
- Successfully complete the required final culminating MHS essay and presentation.

Details about course requirements and guidelines for the essay and presentation are described in the next sections of this handbook.

PFRH Policies Regarding Academic Requirements

The Director of the Master's Programs and Academic Program Coordinator review and credential the academic progress of all Master's students at the end of each term. A Course Selection and Tracking Form summarizing the student's progress are provided to the advisor and student immediately after the review. The form notes if a student is making satisfactory progress as well as whether a student is fulfilling the coursework required for the program. If a student is not showing satisfactory progress, then the student and advisor are required to meet and provide a formal letter to the Director of the Master's Programs indicating how the student will meet the necessary academic standards. For a description of satisfactory academic progress, see the section of this handbook called "Regulations for PFRH Students."

A student who earns a "D" or "F" grade in a course that meets a core requirement must, at the next opportunity, make a second attempt to complete the core requirement either by repeating the same course or by completing another course that meets the same core requirement (if available).

If an MHS student cannot meet the above academic standards, a formal letter requesting remediation may be submitted by the PFRH Education Office to the student and advisor. Judgment concerning dismissal from the program for students demonstrating substandard academic performance will be made by the Master's Committee in consultation with the Vice Chair of Education and Chair of PFRH.

MHS Program Competencies

This section lists all learning objectives and competencies with a set of tables showing courses fulfilling each.

CEPH Learning Objectives

1. Explain public health history, philosophy and values
2. Identify the core functions of public health and the 10 Essential Services
3. Explain the role of quantitative and qualitative methods and sciences in describing and assessing a population's health
4. List major causes and trends of morbidity and mortality in the US or other community relevant to the school or program
5. Discuss the science of primary, secondary and tertiary prevention in population health, including health promotion, screening, etc.
6. Explain the critical importance of evidence in advancing public health knowledge
7. Explain effects of environmental factors on a population's health
8. Explain biological and genetic factors that affect a population's health
9. Explain behavioral and psychological factors that affect a population's health
10. Explain the social, political and economic determinants of health and how they contribute to population health and health inequities
11. Explain how globalization affects global burdens of disease
12. Explain an ecological perspective on the connections among human health, animal health and ecosystem health (e.g., One Health)

All **PFRH MHS students** must attain proficiency in the following three (3) competencies:

1. Apply statistical methods to address the health of populations.
2. Apply epidemiological methods to address the health of populations.
3. Apply ethical concepts and tools to population health research and practice.

Degree Program Competencies

All **PFRH MHS students** must attain proficiency in three MHS-specific research competencies:

1. Evaluate and apply study designs for addressing research and evaluation questions about the health of populations.
2. Evaluate and apply rigorous strategies for measurement and data collection across a range of study designs.
3. Translate and communicate research findings to researchers, policy makers, and the public.

Area of Interest Competencies

All **PFRH MHS students** must attain proficiency in five competencies in maternal and child health:

1. Apply a life course framework to understand population health problems related to their area of interest, including multiple determinants framework for the health of populations across the life course.
2. Identify and assess the causes and consequences of population change using demographic methods.
3. Assess the principal health concerns for the populations relevant to the focal area, the associated population-based risk factors, and the relative impact of each risk factor.
4. Evaluate strategies to promote population health, including health services and systems delivery strategies used to address health concerns in the relevant populations.
5. Apply frameworks specific to the focal area (beyond life course) for improving the health of the relevant populations.

School-wide Requirements:

Students must choose the following courses for meeting school-wide competencies

COMPETENCY	COURSE/ACTIVITY MEETING COMPETENCY (TERM) CREDITS
1. Apply statistical methods to address the health of populations.	140.621-623 Statistical Methods in Public Health I-III (1, 2, 3) (4) OR 140.611-612 Statistical Reasoning in Public Health I-II (1, 2) (3)
2. Apply epidemiological methods to address the health of populations.	340.721.81 Epidemiologic Inference I (3) 5cr
3. Apply ethical concepts and tools to population health research and practice.	550.860.82 Academic and Research Ethics (1,2,3,4) 0cr AND 221.616.81 Ethics of Public Health Practice in Developing Countries (4) 2cr
Recommended additional Biostatistics Course	
	140.613.11 – Data Analysis Workshop 1 (Summer Institute) 2 cr
	140.614.11 – Data Analysis Workshop 2 (Summer Institute) 2 cr
	140.624 Statistical Methods in Public Health IV (4) (4)
	330.657.81* Statistics for Psychosocial Research: Measurement (1) 4 cr
	140.664.81* Causal Inference in Medicine and Public Health (4) 4 cr

*Requires consent of the instructor

Students must also fulfil course work to achieve the CEPH learning objectives. Some courses fulfilling these objectives also fulfil competencies of the MHS program listed below

CEPH LEARNING OBJECTIVES		
Learning Objective	Course/(Credits)	Term
1. Explain public health history, philosophy and values	380.624.81 Maternal and Child Health Legislation and Programs (4) OR 552.601.81 Foundational Principles of Public Health (0.5)	2 1,3
2. Identify the core functions of public health and the 10 Essential Services	380.624.81 Maternal and Child Health Legislation and Programs (4) OR 552.601.81 Foundational Principles of Public Health (0.5)	2 1,3
3. Explain the role of quantitative and qualitative methods and sciences in describing and assessing a population's health	380.603.81 Demographic Methods for Public Health (4)	3

CEPH LEARNING OBJECTIVES		
<i>Learning Objective</i>	<i>Course/(Credits)</i>	<i>Term</i>
4. List major causes and trends of morbidity and mortality in the US or other community relevant to the school or program	380.765.81 Preventing Infant Mortality and Promoting the Health of Women, Infants and Children (3) OR 552.604.81 Causes and Trends in Morbidity and Mortality (0.5)	4 2, 4
5. Discuss the science of primary, secondary and tertiary prevention in population health, including health promotion, screening, etc.	340.721.81 Epidemiologic Inference in Public Health I (5)	3
6. Explain the critical importance of evidence in advancing public health knowledge	552.606.81 The Critical Importance of Evidence in Advancing Public Health Knowledge (0.5)	2, 4
7. Explain effects of environmental factors on a population's health	552.607.81 Essentials of Environmental Health (0.5)	1, 3
8. Explain biological and genetic factors that affect a population's health	552.608.81 Biologic, Genetic and Infectious Bases of Human Disease (0.5)	2, 4
9. Explain behavioral and psychological factors that affect a population's health	380.604.81 Life Course Perspectives on Health (4)	2
10. Explain the social, political and economic determinants of health and how they contribute to population health and health inequities	380.604.81 Life Course Perspectives on Health (4)	2
11. Explain how globalization affects global burdens of disease	552.611.81 Globalization and Health: A Framework for Analysis (0.5)	2, 4
12. Explain an ecological perspective on the connections among human health, animal health and ecosystem health (e.g., One Health)	552.612.81 Essentials of One Health (0.5)	1, 4

All **PFRH MHS students** must attain proficiency in three MHS-specific research competencies:

1. Evaluating and applying study designs for addressing research and evaluation questions about the health of populations.
2. Evaluating and applying rigorous strategies for measurement and data collection across a range of study designs.
3. Translating and communicating research findings to researchers, policy makers, and the public.

Students may select from one of three methods areas: Behavioral/Social Sciences; Epidemiology or Health Services Research and Evaluation. The methods areas along with the list of courses to meet the above competencies are listed in alphabetical order below. Elective courses in each area are also listed.

BEHAVIORAL/SOCIAL SCIENCE SPECIALTY CORE REQUIREMENTS

Course Number	Course Name	Credits	Term
Study Design (Choose 2 of 3)			
309.616.81	Introduction to Methods for Health Services Research and Evaluation, I and II	2	3
410.635.81	Applications of Innovative Methods in Health Equity Research	2	3
550.604.81	Qualitative Reasoning in Public Health	2	2
OR Choose one			
224.690.81	Qualitative Research Theory and Methods	3	1
380.611.81	Fundamentals of Program Evaluation	4	1
Data Collection and Analysis (Choose 1)			
340.727.81	Introduction to Health Survey Research Methods	2	3
AND			
309.616.81	Introduction to methods for Health Services Research and Evaluation, I and II	2	3
330.657.81	Statistics for Psychosocial Research: Measurement	4	1
224.690.81	Qualitative Research Theory and Methods	3	1
A unique course must be taken to fulfill each requirement			

EPIDEMIOLOGY SPECIALTY CORE REQUIREMENTS

Course Number	Course Name	Credits	Term
Option 1 (340.601 Principles of Epidemiology) Professional Track			
Study Design (Choose 1)			
340.722.81	Epidemiologic Inference in Public Health II	4	4
Data Collection and Analysis (Choose 1)			
340.770.81	Public Health Surveillance	3	3
607.724.86	Applying Household Surveys to Primary Health Care Programs	3	2
340.727.81	Introduction to Health Survey Research Methods	2	3
AND			
340.701.81	Epidemiologic Applications of GIS	2	3
Electives			
340.645.81	Introduction to Clinical Trials	3	2
340.861.81	Clinical Trials: Procedures, Design, and Interpretation of Results	3	3

Course Number	Course Name	Credits	Term
<i>Study Design (Choose 1)</i>			
380.611.81	Fundamentals of Program Evaluation	4	1
309.616.81	Introduction to Methods for Health Services Research and Evaluation, I&II	2	3
AND			
410.635.81	Applications of Innovative Methods in Health Equity Research	2	3
221.645.81	Large-Scale Effectiveness Evaluations of Health Programs	4	4
<i>Data Collection and Analysis (Choose 1)</i>			
340.727.81	Introduction to Health Survey Research Methods	2	3
AND			
550.640.81	Qualitative Reasoning in Public Health	2	2
330.657.81	Statistics for Psychosocial Research: Measurement	4	1
224.690.81	Qualitative Research Theory and Methods	3	1
<i>Electives</i>			
312.693.81	Introduction to Comparative Effectiveness and Outcomes Research	3	1
410.605.81	Fundamental Tools for Promoting Health Equity	3	2
330.650.81	Methods in Implementation Science	3	3

Maternal and Child Health Requirements for MHS Students

Students must take a minimum of five required courses in Maternal and Child Health. The courses fulfilling these requirements must be taken ***in addition to*** core, schoolwide and departmental requirements and CEPH learning objectives. **A unique course** must be selected for each of the following competencies, one of which must cover content in maternal health besides 380.624.81.

1. Apply a life course framework to understand population health problems related to their area of interest, including a multiple determinants framework for the health of populations across the life course;
2. Identify and assess the causes and consequences of population change using demographic methods;
3. Assess the principal health concerns for the populations relevant to the area of interest, the associated population-based risk factors, and the relative impact of each risk factor;
4. Evaluate strategies to promote population health, including health services and systems delivery strategies used to address health concerns in populations relevant to the area of interest;
5. Apply frameworks specific to the area of interest (beyond life course) for improving the health of relevant populations.

Courses taken to meet the 12 CEPH objectives can also be used to meet the area of interest competencies.

MATERNAL AND CHILD HEALTH		
Competency	Course/Activity Meeting Competency/(Credits)	Term
1. Apply a life course framework to understand population health problems related to their area of interest, including a multiple determinants framework for the health of populations across the life course	380.604 (81) Life Course Perspectives on Health (4)	2
2 Identify and assess the causes and consequences of population change using demographic methods;	380.603.81 Demographic Methods for Public Health (4)	3
3. Assess the principal health concerns for the populations relevant to the area of interest, the associated population-based risk factors, and the relative impact of each risk factor.	380.765.81 Preventing Infant Mortality and Promoting the Health of Women, Infants, and Children (3)	4
	OR 380.623.81 Adolescent Health and Development (3)	3
	OR 380.616 Child Health Epidemiology* (3)	4
	OR 380.664 Reproductive and Perinatal Epidemiology* (4)	4

Maternal and Child Health Requirements for MHS Students

2020-21

MATERNAL AND CHILD HEALTH		
<i>Competency</i>	<i>Course/Activity Meeting Competency/(Credits)</i>	<i>Term</i>
4. Evaluate strategies to promote population health, including health services and systems delivery strategies used to address health concerns in the relevant	380.624.01 (81) Maternal and Child Health Legislation and Programs (4)	2
5. Apply frameworks specific to the area of interest (beyond life course) for improving the health of the relevant populations.	380.642.81 Child Health and Development (3)	1
	OR 380.744.81 Nutrition and Growth in Maternal and Child Health (3)	1
	OR 380.623.81 Adolescent Health and Development (3)	3
	OR 380.747.81 International Adolescent Health (3)	4
Electives		
380.740.81 Nutrition Programs, Policies, and Politics in the United States: The Impact on Maternal, Child and Family Health (3)		2
380.762.81 HIV Infection in Women, Children & Adolescents (4)		4
380.633.81 Promoting Equity for Adolescents and Emerging Adults: Problem solving seminar (3)		2

* Available in virtual format in 2020-21

MHS Essay and Presentation Guidelines

The Master's Essay is a requirement for graduation from the MHS program in the Department of Population, Family, and Reproductive Health. The goal of the essay is for students to apply the skills and knowledge they have acquired during their academic program to a public health problem or concern of interest to them; a priority for the MHS essay is that it has a research focus even if it does not involve data analysis. In addition to the written essay, students must give a 10-minute public presentation of work from their essay.

Students should begin thinking about essay topics and format by the time they have accumulated 20 credits in the program.

During the last terms of their studies, students will register for Special Studies and Research in PFRH: Master's Essay/Presentation (380.840), designating their first reader as the instructor. Students need to take a minimum of 2 credits of special studies each term during which they are completing the essay.

The following sections provide detailed guidelines about the essay and presentation. The MHS CoursePlus website has further details about the process.

Essay Readers

Students must have a minimum of two readers for their essay. The following guidelines must be applied:

- The students' primary reader must be PRFH faculty.
- The students' advisor must be one of the readers.
- The students' second reader, if not their advisor, must have a primary or joint appointment at JHSPH.

Responsibilities of Students and Readers

Primary Reader

The primary reader has the overall responsibility of working with the student on the essay from the outline to final draft, and on preparation for the presentation. She/he must be identified as the instructor for the special studies course for the MHS Essay (380.840) in the term(s) in which the essay is completed. Students must submit an outline and essay drafts to the primary reader starting in at least 6 months prior to the term in which the essay is completed.

Second Reader

The second reader provides additional comments to the student about essay drafts. Typically, second readers provide their feedback on the second draft of the essay, once students have incorporated comments on the first draft by the primary reader. They are expected to incorporate feedback from both the primary and secondary readers in the final essay. Second readers must also provide approval for the final essay.

Third Reader

A third reader may also provide comments on the essay at any stage. If the third reader is from outside the department, students are strongly advised to discuss the roles and responsibilities of the third reader with their first reader. Third readers do not need to provide final approval for the essay.

The essay must meet the standards required by faculty of the School. However, if the student is using data affiliated with the third reader or the third reader's agency, students should provide drafts of the essay to the third reader and discuss when feedback will be given to the student from the reader.

Choosing a Topic and Format for the Essay

In addition to selecting a topic and readers, students select one of four formats for the essay:

- Research Report
- Analysis of a Public Health Problem or Legislation Position Paper
- Structured Literature Review
- Evaluation of a Program/Project

Given the research/academic focus of MHS degree, the essay should include data to support the topic even if it is not a research report.

Students must focus on a public health concern or problem which may or may not be in their area of interest. Details on the expectations of the essay are given during the 3rd MSPH/MHS quarterly luncheon.

The student and his/her advisor must verify the knowledge and skills required for the selected essay format (see Essay Topic Form); for example, students conducting a systematic literature review for their essay must have taken a related course or work with a primary reader with methodological expertise in systematic reviews.

Steps to Complete the Essay

Step 1: Identify topic, format, and readers

Students should identify a primary reader whose research interests and expertise are in the topic area or methodology for the essay. Academic advisors must serve as a reader, but do not need to be the primary reader. Advisors serve as a useful resource for discussing potential topics of interest and providing referrals to other faculty members in the department whose expertise may better match the proposed topic of the essay. Other resources for identifying potential primary readers are the Master's Committee Director and Associate Director, academic coordinators, the PFRH website, and school faculty directory.

Step 2: Discuss roles and responsibilities with readers

Once readers have been identified, all students should have a conversation with their readers so that each knows his/her responsibility for the essay. This discussion is especially important for readers outside PFRH and especially for third readers. A timeline should also be provided to the readers so that each is aware of when feedback should be provided. In general, readers should be given at least a minimum of one week to provide feedback to students. While not required, the student and readers also should discuss plans to publish the essay and the order of authors for the publication, if they plan to publish the results of the essay. Separate guidelines regarding authorship will be provided to the students.

Step 3: Determine Whether Essay Involves 'Human Subjects Research'

What is 'human subjects research'?

"Human subjects research" is broadly defined to include any activity involving humans that seeks to test a hypothesis or answer a scientific question. This activity can include secondary data analysis and research involving direct contact with participants. All students who plan to undertake human subjects' research must have IRB approval before working with human subjects' data or samples and before contacting human subjects if undertaking primary data collection. The JHSPH IRB Office (<http://www.jhsph.edu/irb>) is charged with assuring that human subjects research studies conducted in the School comply with internal school policies and external regulations designed to protect human subjects.

After students have identified the data source(s) for research for their essay, they should complete the online [IRB Worksheet](#) to determine additional steps (if any) needed for securing IRB approval for the essay or documenting existing approval.

For additional questions about the IRB process, please visit: <https://www.jhsph.edu/offices-and-services/institutional-review-board/faqs-by-topic/>.

Step 4: Submit the Essay Topic Form

After students have selected an essay topic and format, the Essay Topic Form must be completed and signed by the student, academic advisor, and primary reader (if different from the advisor). This form will ensure that a student has the needed skills and knowledge to complete the essay. For example, if a student decides to conduct or propose an evaluation of a project or program for the essay, he/she must have either taken the 'Fundamentals of Program Evaluation' course or an equivalent or had prior experience conducting an evaluation (formats listed under "MSPH Essay and Presentation Guidelines" section). Students also must indicate whether IRB approval is needed for the essay.

Step 5: Register for 380.840 in PFRH

Students should register for 2 to 3 credits of special studies with their primary reader using course number 380.840 in the term (s) in which the essay is completed. The number of credits is dependent on the amount of time students think they will spend on data collection, analysis, and writing during each term. Each credit is equivalent to approximately 3 hours of work per week.

Step 6: Submit Outline of Essay to Primary Reader

Students must submit an outline of the essay to the primary reader not later than two terms before completing the essay. The outline should contain all major headings and sub-headings of the specific essay format, with bulleted text on the content of each section. Primary readers must be given at least 1 week for feedback.

Step 7: Submit First Draft of Essay to Primary Reader

Students must submit a complete draft of their essay to the primary reader by the 3rd week of the term in which the essay is to be completed. The primary reader should ensure that the draft contains all necessary elements of the essay in the standardized format. Primary readers should provide feedback to the student within 2 weeks of receiving the draft essay.

Step 8: Submit Second Draft of Essay to Primary and Secondary Readers

Second drafts must be submitted to both the primary and second readers for final edits and recommendations by the required deadline. Both readers should provide feedback to the student within 2 weeks of receiving the second draft. Students should submit a second draft that is of reasonable quality so that faculty can complete their review and provide comments in a timely manner. Students must incorporate comments from each reader in their final draft.

Step 9: Submit Final Draft of Paper to Primary and Secondary Readers for Approval

Students must submit the final draft of their essay to both primary and secondary readers for approval and submission to the PFRH Academic Office. Both readers must also submit the Reader Approval Form for the essay directly to the Office. If the essay is not approved by both readers by the deadline, students may not be able to participate in the oral presentation and may be in jeopardy of not graduating.

The primary reader may nominate the student's essay for a distinction award if the quality of the essay is deemed to be excellent. In order to be nominated, the essay must be completed by the required deadline.

Step 10: Oral Presentation of Essay

Each student is required to present his/her essay in a 10-minute PowerPoint presentation at a public seminar before the end of the term in which the essay is completed. Online presentation is available to students in May, August and December each year through the MPH office. The student's advisor is expected to review draft presentations prior to a practice session. No video clips are allowed in the presentation.

Before students can present their essay, they must meet these conditions:

- Any existing incompletes in coursework must be rectified, with confirmation by the student's advisor and academic coordinator,
- The essay has received final approval from first and second readers,
- All slides have been approved by the primary reader.

Failure to meet any of these conditions before the time of presentation will result in postponement of graduation.

General Guidelines for All Essay Formats

The essay should be between 15-20 pages in length, excluding the title page, acknowledgements, abstract, tables, references/bibliography, and appendices.

All essays should have a title page including: the title, student's name, readers (identifying the advisor), and date. Please see the template included in the Appendices section at the end of the handbook. You may include an acknowledgments page (does not count toward the total).

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 to the end of the paper
- Consistent format for all tables, figures, headings, and endnotes and/or bibliography materials

Use APA or AMA format for references; see <http://www.apastyle.org/> and <http://www.amamanualofstyle.com/>.

Essay Formats

The following are specific guidelines for each essay format. If a student prefers a format different from those specified below, he/she will need approval by his/her advisor and the Director of the Master's Program.

Research Report

This format could be based on secondary data analysis (more typical) or primary data collection and analysis. IRB approval is needed for this format. The sections in this format essay are as follows:

- Structured abstract (1 page maximum)
- Should include the following headings: Background, Objective (s) of study, Methods, Results, Conclusions
- Introduction (1 to 3 pages)
- Importance of public health concern/problem
- The magnitude of problem and population affected
- Knowledge gaps and how the current study fills the gaps
- Methods (2 to 4 pages) See Methods Section below
- Study design
- Sample/participants
- Data Sources
- Measures/Topics [for quantitative analyses, include variable tables that specifies variables and how they are operationalized (e.g., categorical, ordinal, interval); for qualitative analyses, include table with domains and sample questions]
- Data analysis
- Results
- Discussion with Limitations and Implications for public health practice
- References
- Tables/figures

Analysis of a Public Health Problem or Legislation Position Paper

Both formats examine a public health problem and recommend either a specific intervention strategy or policy/policies for addressing the problem. The analysis of a public health problem format offers solutions and recommendations related to intervention strategies, while a legislation position paper offers solutions and recommendations related to a policy or a set of policies. Both formats also identify concerns of key stakeholders. The sections in this essay format are as follows:

- Executive summary (2-3 pages) [Should include an Introduction and overview of public health problem and a brief discussion about how the problem could be addressed.]
- Statement of the problem (1 page)
- Magnitude of problem (1-2 pages)
- Causes/determinants of the problem (3-5 pages)

- Alternative policy strategies; and may also include an evaluation of a current policy and its impact along with the discussion of alternative policy strategies (4-6 pages)
- Specific recommendations (2-4 pages)

Structured Literature Review

This format analyzes an important public health problem by examining the empirical literature published on the problem. The sections in this essay format are as follows:

- Structured abstract (1 page maximum)
- Should include the following headings: Background, Objective (s) of review, Methods, Results, Conclusions
- Introduction (1 to 3 pages)
- Why is the topic an important public health problem?
- What is the magnitude of problem and population affected?
- What are the knowledge gaps and how does the current literature review contribute to field or fill the gaps?
- Methods (1 to 3 pages) See Methods Section below
- Databases used
- Search criteria
- Analytic tables describing literature cited
- Results (3 to 6 pages)
- Discussion (3 to 5 pages)
- References
- Tables/figures

Evaluation of a Program/Project

This format involves evaluating/monitoring an existing public health program/project and could include a process, outcome, or impact evaluation. It may also be a proposed evaluation with additional details on the planned design and hypotheses to substitute for results. The sections in this essay format are as follows:

- Introduction (1 to 2 pages)
- Description of program/project (1 to 3 pages)
- Need (what is the public health problem the program/project is trying to address?)
- Target audiences (what are the groups/individuals who are targeted for the program/project?)
- Activities of program/project
- Objectives of program/project (1 page)
- Logic Model of program/project (1 page)
- Evaluation Methodology (3 to 6 pages) See Methods Section below
- Type of evaluation

- Indicators
- Data collection methods
- Sampling strategy and sample size
- Data analysis
- Anticipated use of results (2 to 5 pages)
- Timetable if proposed project (1 page)

Methods Section for Research Report, Structured Literature Review and Evaluation Formats

The information included in the Methods section should provide enough detail to the reader so that the quality of the study design, sampling methods, data sources, and measures can be clearly evaluated, even if the methods have been reported elsewhere. If the maximum essay length of 20 pages does not permit this level of detail, then students are encouraged to include an appendix describing additional details about the study methods. This appendix should be a supplement and not duplicate material already found in the body of the essay. Referring the reader to previous publications about the methods is not adequate.

Evaluation Criteria for MHS Essay Readers

- The student demonstrates the ability to successfully complete a cohesive and acceptable essay in the timeframe provided 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.
- The essay is suitable for publication as a peer-reviewed journal or an organization/government report or is deemed of publishable quality.

Honors

Student essays that demonstrate excellence, as indicated by both the primary and secondary readers, can be nominated for an honorary 'distinction' award if the essay submission deadline is met. Nominations will be accepted from the primary reader. Student essays that receive a distinction award will be selected by the master's committee.

Resources/Support for Essays

Students who are conducting quantitative analyses for their essays may wish to contact the biostatistics lab for assistance. Students who are conducting literature reviews for their essays may wish to contact Lori Rosman, Public Health Informationist (lrosman1@jhmi.edu) or Claire Twose, Associate Director, Public Health and Basic Science Information Services (ctwose1@jhmi.edu). Donna Hesson also is available for students as a resource. Additional resources for essay writing and preparing oral presentations may be found on the Welch Medical Library web site

Master's Essay Deadlines

In preparation for completion of the MHS essay and presentation, students should contact their advisor and/or their primary reader to discuss the essay topic and format of interest to them no later than 3 terms before they plan to complete the essay. MHS Essays are due early in the term in which they plan to complete the essay, the 2nd term for a December completion, the 4th term for a May completion and the summer term for an August completion. Students should begin work on their paper no later than the start of term before they plan to complete the essay, preferably before the term begins, and complete it early in the term in which they plan to complete it. (see deadlines below). Students should begin to consider essay topics and format early in the 2nd term. Essays will be presented at a public seminar in May, December, or August.

TASKS/ASSIGNMENTS	DUE DATE
Register for 380.840 SS/R in PFRH with Advisor for two terms	1st and 2nd for December completion; 3rd and 4th for May completion; 4th and summer term for an August completion
Submit one-page form to identify essay topic, format and readers If essay is a research report, work with JHBSPH faculty to submit IRB application	term before work is planned for the essay; e.g. 2nd term for May completion
Submit essay outline to 1st reader	Last month in the term before essay work begins; e.g. December for May completion
Submit completed final outline of essay	Beginning of term when essay work is started; e.g. January for May completion
Submit 1st draft of essay to 1st reader	End of the term before essay is to be completed; e.g. February for May completion
Submit copy of completed essay to 1st and 2nd reader for final edits	Third week of the term in essay is to be completed; e.g. March for May completion
Submit final copy (with 1st and 2nd reader's revisions incorporated) to both readers	No later than the end of the 6th week of the term in which essay is to be completed; e.g. No later than the end of the 6th week of the term in which essay is to be completed; April for May completion
Submit reader approval forms from both 1st and 2nd readers	e.g. April for May completion
Submit PowerPoint presentation approved by 1st reader	One week prior to presentation
Presentation of essay	Early May, August or December

The above estimated dates are not guidelines, they are deadlines. Failure to meet these deadlines will result in postponement of the essay presentation, which could have consequences for graduation.

Appendix - Essay Template

[Essay Title]

[Student Full Name]
First Reader [and advisor]: [Name and Credentials]
Second Reader [and advisor]: [Name and Credentials]
Third Reader: [Name, Credentials and Organization, if applicable]
[Date]

In partial fulfillment of degree requirements for the [Master of Science in Public Health/
Master of Health Science], Department of Population, Family and Reproductive Health