

MPH PROGRAM

Area of focus:

Community Health Education

ADMISSIONS INFORMATION PACKET

Fall 2009

Department of Health Science & Human Ecology
5500 University Parkway
San Bernardino CA 92407
(909) 537-5339
<http://health.csusb.edu>

A LETTER FROM THE MPH PROGRAM COORDINATOR

Dear Applicant:

Thank you for your interest in the Master of Public Health graduate program.

The Department of Health Science and Human Ecology is in the College of Natural Sciences. We operate on a quarter system. We plan to admit new students each Fall quarter. Typically students will enroll in two courses each quarter.

To the greatest extent possible, our MPH program is designed for working people. The classes meet in the evenings. A set of five core courses must be completed within the first three quarters. Year two has a sequence of community health education course offerings and electives. You can learn more about the program by studying materials on our website at <http://health.csusb.edu>

In a two-part application, students must apply for admission to graduate school to the office of Graduate Admissions and separately for admission to the MPH program to the Department of Health Science and Human Ecology. The application deadline for application to the Department for Fall of any year is **July 1** of that year. We will begin accepting applications on November 1 of the application year. Decisions regarding application for admission will be made during February.

This application packet contains information about the MPH program, about applying to the program, and includes forms necessary for application. Please ensure that you follow directions and submit all required materials for consideration for admission.

Sincerely,

Marsha Greer, Ph.D., CHES
MPH Program Coordinator

MPH Program Goals

1. To develop students' professional skills, grounded in theory and refined through experience.
2. To help students develop analytical skills to see beyond specific events to patterns and structures which underlie community and public health.
3. To examine and articulate the ethical aspects of community health issues and dynamics, our personal values, and their implications for community and public health practice.
4. To provide stimulating and current instruction in the conceptual framework and areas of knowledge basic to community and public health.
5. To nurture learning and professional development through collaboration.
6. To create an instructional environment that honors diversity, civility, and mutual respect.
7. To integrate our research activities with ongoing student learning.
8. To contribute to the body of knowledge and resources in community and public health, and in related fields of behavioral science, through community-based faculty and student research activities.
9. To offer the research skills and resources of the MPH program to groups and organizations working to address community needs and concerns through community health interventions.
10. To contribute to the growth and development of the public health profession.
11. To offer the energy, talents, enthusiasm, and imagination of our students and faculty in volunteer activities that promote community and public health.
12. To maintain and extend our commitment to community health and social justice through individual and group service activities.

THE MPH COURSE OF STUDY

The MPH “course of study” is the planned progression of the required 60-64 units of coursework, and graduation requirement. Students must complete core courses, specialized content courses, electives, a capstone seminar, and a thesis, or project, or comprehensive exam. A field experience may also be recommended by an advisor. Please check the web page for further information: <http://health.csusb.edu/MPH.htm>

Public Health Core Courses (20 units)

- HSCI 610 Social and Behavioral Influences on Public Health
- HSCI 611 Public Health System Organization and Delivery
- HSCI 612 Public Health Statistics
- HSCI 616 Environmental and Occupational Health
- HSCI 617 Epidemiology

Specialized Content Courses in Community Health Education (24 units)

- HSCI 607 Cross-Cultural Aspects of Health
- HSCI 608 Health Research Methods
- HSCI 613 Principles of Health Behavior
- HSCI 614 Health Education Practice
- HSCI 615 Program Planning and Evaluation
- HSCI 640 Administration of Health Education Programs

Electives (4 units)

Elective courses will be determined in consultation with an advisor.

Some students may be advised to complete a field experience, **HSCI 689**, for 4-8 units.

Culminating Experience (12 units)

- HSCI 685 Health Services Administration Capstone Seminar 4 units

In addition to core courses, courses in an area of interest, electives, and the capstone seminar, students will select one of the following options in consultation with an advisor:

Thesis Option <ul style="list-style-type: none">• HSCI 699 Thesis – 8 units	Project Option <ul style="list-style-type: none">• HSCI 696 Project – 8 units	Non-Project/Non-Thesis Option <ul style="list-style-type: none">• HSCI 999 Comprehensive Exam – 0 units• Approved Electives – 8 units
--	--	---

FREQUENTLY ASKED QUESTIONS ABOUT THE MPH PROGRAM

General Questions

What is the emphasis of CSUSB's MPH program?

The emphasis of our MPH program is to prepare graduates to work in the public health sector. Our students take basic public health courses (including epidemiology, biostatistics, administration, and environmental health). Our curriculum emphasizes the theories and skills necessary to promote public health with individuals, groups, organizations, and communities through educational programs and prevention initiatives, community organizing, capacity building, and policy development.

Questions about program length and class schedules

How many units are required?

The formal course of study requires 60-64 units: 20 units in Core Courses, 24 units in specialized areas, 4 units in advanced elective courses, and 4 units in a capstone seminar. Depending on the career path a student selects, students, in consultations with an advisor, will select a thesis option or project option for 8 units, or a non-thesis/non-project option with a comprehensive exam (0 units) and 8 units of additional coursework.

Is a thesis required?

No. MPH students may fulfill the university's Graduation Requirement one of three ways: 1) a Comprehensive Examination plus 8 units of electives during the last quarter of coursework, 2) a Graduate Project, or 3) a Master's Thesis.

How long does it take to complete the MPH program?

It is possible to complete the program in two years, including using Summer for project or thesis. However, most of our students attend on a part-time basis taking 4-8 units per quarter. At that rate, most part-time students will complete the program in three to four years. Our only requirement is that students complete a minimum of 4 units each quarter for the first year. Students must be continually enrolled in courses during the time they are in the MPH program. Please note that the university requires that the degree be completed within 7 years! Courses are sequenced and it is required to follow the sequence in order to complete the program.

When are most graduate courses offered?

Courses will be offered in the evenings between 6:00 p.m. and 10:00 p.m. during Monday through Thursday.

Are any MPH courses offered over the summer?

Not at this point. However, students are able to work independently on approved Graduate Projects or Master's Theses, or study for the Comprehensive Exam over the summer.

Questions about Prerequisites

What are the program prerequisites?

There are no set prerequisites. Students should show evidence of upper division course work in statistics, and the social and natural sciences. Some students may be advised to take classes that will broaden their educational background if they are lacking in a specific area.

Can I get academic credit for courses I have already taken or my work experience?

Up to twelve units of previous graduate coursework may be approved for transfer credit as long as they were not counted towards a previous degree. These units must come from a CEPH accredited public health program. However, credit is only available for equivalent courses, as demonstrated by the course syllabus, content, and assignments. Approval of previous units is done on an individual basis by the MPH graduate program committee and then by the Graduate Studies Division. Course credit is not given for previous work experience. However, you will be able to draw upon your previous experiences in class discussions, papers, and other assignments.

How can I find out more information?

Once enrolled, all students in the MPH program are assigned a Faculty Advisor. Plan to meet with your advisor quarterly. Visit our website at <http://health.csusb.edu>

MPH ADMISSIONS PROCESS FOR FALL QUARTER

Parallel Application Required

Students must apply to the Office of Admissions and Student Recruitment: Graduate Admissions located in UH 107. Additionally, students must apply to the Department of Health Science and Human Ecology, located in PS 226 for admission to the MPH program. Deadlines in both areas must be met.

Application Period

New students are admitted to the MPH program **only once a year**, to begin course work during the Fall quarter.

Applications for Fall will be accepted **between November 1, and July 1, of the following year**. Applications received **after July 1** will not be eligible for review. Early submissions will receive early review.

Overview of the Admissions Process

Applying to the MPH program requires two parallel, but separate, application processes.

1. Submission of the required application materials to the CSUSB Office of Admissions and Student Recruitment, Attention: Graduate Admissions. Applicants must be admitted to the University's Graduate Division in order to begin the MPH program.
2. Submission of required application materials to the Department of Health Science MPH Program.

Read and follow the instructions below completely. Failure to submit all required materials to the appropriate office by the deadline will automatically disqualify the application.

Materials to be sent to the , Office of Admissions and Student Recruitment, Attention: Graduate Admissions 5500 University Pkwy San Bernardino CA 92407		Materials to be sent to the Department of Health Science MPH Program 5500 University Pkwy San Bernardino CA 92407	
✓	Submit the following materials:	✓	Submit the following materials:
	A completed graduate admission application. Obtain an application at the address above or go online at: http://www.csumentor.edu/		A copy of your graduate admission application including a current address, email address, and telephone number.
	Official transcripts from all college-level course work.		Copies (photo copies are acceptable) of all college transcripts sent to the Admission office (3.0 GPA in last 60 semester units (90 quarter units) and post baccalaureate work
			A Statement of Purpose (2-3 pages) Use attached format
	Check or money order – refer to application instructions for the current application fee.		\$10 application fee payable by check or money order to the Department of Health Science
	International students must submit an <i>official</i> TOEFL and Degree certificates, and refer to the application instructions for any other required submissions of materials.		At least three letters of recommendation (preferably addressing your academic and professional qualifications and potential using attached forms)
	Copy of GRE certificate		Official GRE certificate
			Self addressed <u>stamped</u> postcard
			Evidence of completion of Graduate Entrance Writing Requirement
			Signed Program Requirements form Use attached form.
Note: All matters relating to the graduate admissions must be handled directly with Office of Admissions and Student Recruitment. Our Department staff have nothing to do with the process and can neither help nor answer questions. You may reach Admissions by phone at 909.537.5188			

Your first correspondence with our Department should include one packet with:

- a copy of your CSUSB Graduate Admission Application,
- copies of all college transcripts sent to the Admission office
- check or money order made out to Department of Health Science for \$10 application fee (NO CASH)
- your Statement of Purpose,
- your signed Program Requirements form,
- three letters of recommendation,
- GRE certificate
- Evidence of completion of the Graduate Entrance Writing Requirement (see the University Bulletin)
- A self-addressed, stamped postcard that will be returned to you when we receive your application.

We will establish an MPH Application Folder for you as soon as we receive your packet of materials. Please note that no materials will be added after the closing date.

Admissions Decisions

MPH admissions decisions are based on several factors, including academic preparation, work experience, commitment to public health, potential for contribution to the field, and the overall quality of the application. We appreciate the effort and sincerity that go into preparing graduate school applications. Please be assured that all of the materials in your admission folder will be thoughtfully reviewed by our MPH Admissions Committee. Our goal is to admit a cohort of highly dedicated individuals, ready for graduate work, and committed to the principles and approaches of public health. We particularly value diversity, practical community or public health experience, strong academic skills, and upper division course work in the social and natural sciences. However, we also know that there are numerous paths to the same place. We welcome your application and will review your own unique path with careful attention to your preparation and potential contribution to public health. Admissions decisions will be made during the time between November and August, with acceptance letters sent out February through August.

FREQUENTLY ASKED QUESTIONS ABOUT MPH ADMISSIONS

Is it possible to start the MPH program in the Winter or Spring quarters?

No. Students are admitted to begin the program in the Fall quarter only.

Is it possible to start taking MPH courses at CSUSB or another university before being admitted to the program?

It is possible to take courses at CSUSB through Open University without being admitted to a particular program. Some prospective applicants decide to enroll in our upper division courses or take an upper division natural/social science or writing course in another department before applying to the MPH program (or while their application is being processed) as a way of strengthening their academic skills and background. Please note that this is not required and can be rather expensive. Taking courses prior to admission does not guarantee a place in the MPH program for the coming year.

What should I say in my Statement of Purpose?

The statement should clearly convey to the MPH Admissions Committee your reasons for wanting to study public health and to acquire an MPH degree at this point in your life (see attached format for your statement). You will want to summarize the path you have taken to this point in your life, your goals and vision, and the commitments you bring to public health. Your statement should clearly explain why you have decided to pursue graduate training in public health and why you would like to study at CSUSB. Be specific, use examples, and craft this document carefully. The statement of purpose is the centerpiece of your application to the MPH program.

What should I include in my resume?

Everything that will help us to understand the work you have been doing, your academic preparation, and your orientation to public health. You may include both paid and volunteer work experience, but please be sure to indicate time periods and whether the work was full-time or part-time. Be thorough and comprehensive.

Who should write my letters of recommendation and is there a standard form?

People who know your professional and academic work and potential very well should write your letters of recommendation. Yes, there are standard forms and they are attached.

How important are the GREs?

GRE scores are one of the indicators of an applicant's readiness and skills for graduate level work. The Admissions Committee considers GRE scores along with earned grades (particularly in social science, natural sciences, health, and statistics courses), work experience, and the statement of purpose. GRE scores may influence our admissions decisions. More often, however, newly admitted students and their faculty advisor use them in planning an appropriate sequence and balance of MPH courses.

How will I know if my application has been received by the Department?

The self-addressed, stamped postcard that you include in your application packet will be mailed to you to indicate receipt of the packet.

Who makes admissions decisions?

The MPH Admissions Committee is made up of at least three MPH core faculty members, including the MPH program coordinator. This committee reviews all applications and identifies applicants who meet the program's admissions requirements. However, offers of admission to the university can only be made by CSUSB's Graduate Division.

How can I find out the status of my application?

Unfortunately, we do not have the resources to answer individual queries regarding the status of applications.

When can I expect to hear the decision?

Applicants will be notified during February through August following close of applications.

What are the most common reasons why people are not admitted to the program?

There are two common reasons: 1) previous grades, and 2) insufficient work experience. Overall GPA in previous college coursework must be a minimum 3.0 for admission to the MPH program. As we review each applicant, we look at the overall GPA as well as earned grades for courses in the social sciences, natural sciences, health, and math/statistics. A pattern of low grades (anything below a B) in any of those course areas could negatively affect an MPH application. Work or volunteer experience is also very desirable but not required.

If admitted, how do I get oriented?

A mandatory orientation is held during the first week of class in the Fall.

PROGRAM REQUIREMENTS

Although this program is designed for working adults, it does involve the following requirements.

1. Two or four evenings a week for classes
2. A two to four year commitment
3. The completion of a thesis, or project, or comprehensive exams, and for some students, a field experience if they lack sufficient practical experience in the field of Community Health.
4. Taking all courses in sequence.
5. Consistent and regular attendance of classes.
6. Attendance at specially called meetings once a year for the purpose of orientation and advising.
7. Adherence to all university policies and procedures regarding graduate education.

I am able to meet these requirements if accepted into the program.

Printed Name: _____

Signature: _____ **Date:** _____

