MPH PROGRAM

Area of focus:

Community Health Education

ADMISSIONS INFORMATION PACKET

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 (MPH) graduate program.

The Department of Health Science and Human Ecology is in the College of Natural Sciences. MPH is a two-year program that operates on a quarter system. We admit new students each Fall quarter. Typically, students will enroll in two to three courses each quarter.

To the greatest extent possible, our MPH program is designed for working people, with classes meeting in the evening. 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 through the CSU Mentor for the Office of Graduate Studies for admission to the University and separately but parallel process for admission to the MPH program in the Department of Health Science and Human Ecology. This guideline is developed to help you through the application process.

The application deadline for Fall Quarter is May 15th of that year; we begin accepting applications on November 30th of the previous year. However, if May 15th falls on a Saturday/Sunday, the application is due the following Monday. For example, for Fall 2016, the application will be due May 16th due to the 15th falling on a Sunday. Decisions regarding application for admission are generally made during February through July.

This application packet contains information about the MPH program, the process of applying to the University and the program, and forms necessary for application. Please be sure to follow directions and submit all required materials by the deadline to ensure consideration for admission. Only completed application packets will be reviewed by the committee and it is your responsibility to make sure that your files are complete by the deadline. If you have any questions, please do not hesitate to contact me.

Sincerely,

Monideepa Bhattacharya Becerra, DrPH, MPH
MPH Program Coordinator
(909) 537-5969
mbecerra@csusb.edu
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, 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 research activities with ongoing student learning.
8. To contribute to the body of knowledge and resources in community and public health, as well as related fields of behavioral science, through community-based faculty and student research activities.
9. To offer students a field experience where they can apply knowledge and skills gained during the program to address community needs and concerns.
10. To contribute to the growth and development of the public health profession.
11. To extend the energy, talents, enthusiasm, and imagination of our students and faculty to 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 a planned progression of the required 60 units of coursework and graduation requirements. Students must complete core courses, specialized content courses, electives, practical experience, and culminating experience.

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 (28 units)

- HSCI 602 Management, Organization, Planning
- HSCI 607 Cross-Cultural Aspects of Health
- HSCI 608 Health Research Methods
- HSCI 614 Health Education Practice
- HSCI 665 Strategic Planning and Evaluation (To be replaced with Grant Writing for Health Sciences, effective Fall 2016)
- HSCI 675 Administration Leadership Team Quality Development
- HSCI 685 Health Services Administration Capstone Seminar (To be replaced with Public Health Nutrition, effective Fall 2016)

Elective (4 units)

Elective courses will be determined in consultation with an advisor.

Practical Experience (4 units)

The practical experience is four units of HSCI 689 Field Experience. This requires at least 120 hours at a site approved by the MPH Graduate Coordinator.

Culminating Experience (4 units) Select one option from below.

 Project
 Thesis
 Comprehensive exam (given in rare cases and students must make up the 4 units through approved course work).
FREQUENTLY ASKED QUESTIONS ABOUT THE MPH PROGRAM

What is the emphasis of the CSUSB 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). The curriculum emphasizes 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. Graduates of this program are prepared to take the national Certified Health Education Specialist (CHES) exam.

How long does it take to complete the MPH program?

It is possible to complete the program in two years, including a summer field experience. We require students to complete a minimum of four units each quarter for the first year; most of our students take two-three courses per quarter. Students must be continually enrolled in courses during the time they are in the MPH program. The University considers two courses per quarter to be full-time for graduate students and requires that the degree be completed within seven (7) years. See the CSUSB Bulletin for further information.

When are most graduate courses offered?

Courses are generally offered in the evenings between 6:00 p.m. and 10:00 p.m. Monday through Thursday. Electives may be offered other days and in other departments.

Are MPH courses offered over the summer?

Not at this time; however, students may be able do the field experience during the summer.

What are the program prerequisites?

Applicants should have completed an undergraduate major in Health Sciences or related field. Students with undergraduate majors in unrelated fields may be considered if they can provide evidence of upper-division course work in statistics, social/behavioral, and natural sciences. Students without a Health Science or related undergraduate major or without adequate course preparation, may be accepted conditionally. Students lacking in a specific area may be advised to take classes to broaden their educational background.

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 CSUSB degree. These units must come from a CEPH-accredited public health program. However, credit is available only for equivalent courses, as demonstrated by course syllabi, content, and assignments. Approval of previous credit is made 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, students will draw upon previous experience to support class discussions, papers, and other assignments.

How can I find out more information?

Visit our website at http://health.csusb.edu and then link to the MPH program.
FREQUENTLY ASKED QUESTIONS ABOUT MPH ADMISSIONS

Is it possible to start the MPH program in the Winter or Spring quarters?
No. Students may begin the graduate program only in Fall Quarter.

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 enroll in upper-division courses or take upper-division natural/social science or writing courses before applying to the MPH program (or while their applications are being processed) to strengthen their academic skills and background. Open University enrollment in MPH courses must be approved by the Department. 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 professional reasons for wanting to study public health and acquire an MPH degree at this point in your life (see Appendix B). 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 the document carefully, with careful attention to writing quality. The Statement of Purpose is the centerpiece of your application to the MPH program.

What should I include in my résumé or curriculum vitae?
Everything that will help us understand the work you have done, your academic preparation, and your orientation to public health. You may include both paid and volunteer full-time or part-time work experience with time periods. 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 and who can indicate your potential for graduate work should write your letters of recommendation. Standard forms provided in the application packet must be submitted with the letters (Appendix D).

How important is the GRE?
The GRE score is one indicator of an applicant’s skill and readiness for graduate level work. Generally, the overall decision for entrance into this program are not solely based on the GRE score. The GRE score, earned grades (particularly in social science, natural sciences, health, and statistics courses), work experience, Statement of Purpose, and writing sample, all influence admission decisions.

If you are an undergraduate student in the Department of Health Science and Human Eclogy at CSUSB and received a grade B or higher in at least four of the following courses, your GRE requirement will be waived: HSCI 315, HSCI 370, HSCI 352, HSCI 451, HSCI 455, HSCI 468, HSCI 480.

If you graduated with a BS in Nutrition and Food Sciences major, the GRE may be waived if you completed with B or higher in at least four of the following courses:
HSCI 315, HSCI 350, HSCI 384, HSCI 441, HSCI 445, NSCI 306
If you do not meet this criteria, you must submit a GRE score with your application packet.

Who makes admissions decisions?
The MPH Program Graduate Committee makes decisions regarding acceptance into the MPH program. However, admission to the University can be made only by CSUSB Office of Graduate Studies and the Graduate Dean.
How can I find out the status of my application?

Unfortunately, we do not currently 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 July (depending on application submission date) following the close of applications.

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

There are several reasons, including: (1) previous grades and GPA, (2) weak statement of purpose, (3) poor letters of recommendation, (4) low GRE score, (5) weak writing sample, (6) incomplete application and/or (7) missing the deadline. As we review each applicant, we look at the overall GPA as well as earned grades of undergraduate courses in the social sciences, natural sciences, health, and math/statistics. A pattern of low grades (below B) in any of those course areas could adversely affect an MPH application decision. Work or volunteer experience is desirable but not required; however, it may be used in evaluation of the applicant. Personal goals should match the roles of professionals working in public health.

If admitted, how do I get oriented?

Orientation is held during the first week of Fall Quarter classes.

Check the following websites for additional information:
Department of HSCI http://health.csusb.edu
Graduate Studies http://gradstudies.csusb.edu/
International admissions http://admissions.csusb.edu/international
## MPH ADMISSIONS PROCESS FOR FALL QUARTER

### Parallel Applications Required
Students must apply to the Office of Graduate Studies via CSU Mentor website: [http://www.csumentor.edu/admissionapp/grad_apply.asp](http://www.csumentor.edu/admissionapp/grad_apply.asp). Additionally, students must apply to the program by sending the complete application and supplemental material to the Department of Health Science and Human Ecology, located in PS 226 for admission to the MSHSA program. Deadlines for 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 to the Department will be accepted **between November 30th and May 15th** (or following Monday if May 15 falls on a Saturday/Sunday). Early submissions will receive early review and decision.

*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.*

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<th><strong>Materials to be sent as hard copy to:</strong></th>
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<tr>
<td>Office of the Graduate Studies</td>
<td>Department of Health Science MPH Program</td>
</tr>
<tr>
<td>5500 University Pkwy</td>
<td>5500 University Pkwy</td>
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<tr>
<td>San Bernardino CA 92407</td>
<td>San Bernardino CA 92407</td>
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<td><a href="http://gradstudies.csusb.edu/index.html">http://gradstudies.csusb.edu/index.html</a></td>
<td><a href="http://health.csusb.edu">http://health.csusb.edu</a></td>
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</table>

- ✓ Submit the following paper copy to:
  - A completed graduate admission application at CSU Mentor and pay the application fee: [http://www.csumentor.edu/admissionapp/grad_apply.asp](http://www.csumentor.edu/admissionapp/grad_apply.asp)
  - Be sure to download the application to your computer

- ✓ Submit the following paper copy to:
  - A paper copy of your graduate application (downloaded from CSU Mentor).

- **Official transcripts** from all college-level course work, even if you graduated from CSUSB.

- Copies (photocopies) of all college transcripts sent to the Graduate Studies (3.0 minimum GPA in last 60 semester or 90 quarter units and post-baccalaureate work).

- **Resume or curriculum vitae**

- **Statement of Purpose** (2-3 pages) use format in Appendix B.

- **A writing sample.** See Appendix C.

- **International students** must submit an **official** TOEFL and Degree certificates, and refer to the application instructions for any other required submissions of materials. Please refer to the website: [http://gradstudies.csusb.edu/prospectiveStudents/howToApply.html](http://gradstudies.csusb.edu/prospectiveStudents/howToApply.html)

- Minimum of **three recommendation letters** (preferably addressing academic professional qualifications, provide the referees the form, Appendix D, to be included with your letter)

- Copy of GRE certificate (unless waived, refer to FAQ)

- **Official** GRE certificate (unless waives, refer to the FAQ)

- Signed Program Requirements form (Appendix A).

- A self-addressed stamped postcard for us to acknowledge receipt of your application packet.

*Note: All matters relating to the graduate admissions must be handled directly with Office of Graduate Studies (phone 909-537-5058). Health Science Department staff members have nothing to do with that process and can neither help nor answer questions.*
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
We appreciate the effort and sincerity that go into preparing graduate school applications. Be assured that all materials in your application packet 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.

The Office of Graduate Studies will notify you if you are accepted.
Appendix A

PROGRAM REQUIREMENTS

This program, designed for working adults, involves the following requirements:

1. Two to four evenings a week for classes.
2. A two- to four-year commitment.
3. Completion of a practical experience and culminating experience.
4. Taking all courses when offered.
5. Consistent and regular attendance to classes.
6. Attendance at specially called meetings for 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: ________________
Appendix B
STATEMENT OF PURPOSE
Application for Admission
MPH, Community Health Concentration

Print Name __________________________________________

Last Name    First    Middle

Signature of applicant ________________________________    Date ______________

1. Include the following information in a typed, double-spaced statement two to three pages in length.

2. Please complete the information above and attach your statement to this page.

3. Your statement should include the following:

   • Describe those experiences that have shaped your interest in public health. Comment on your current orientation or preferences related to working in the public health field.

   • Describe one academic experience that has meant the most to you in your educational career.

   • Outline your professional goals, immediate and long-term.

   • Discuss why you are interested in this graduate program, the strengths you bring with you and those areas in which you would like to increase your expertise and personal growth.
Appendix C
WRITING SAMPLE
Application for Admission
MPH, Community Health Concentration

Print Name

Last Name First Middle

I certify that I wrote this statement and it is my original work:

Signature of Applicant _______________________________ Date ________________

1. Include the following information in a typed, double-spaced statement of approximately 1,000 words, with appropriate citations and references.

2. Please complete the information above and attach your writing sample to this page.

3. For your writing sample, please write an essay on ONE of the following options, taking into account epidemiology, role of health behavior and/or culture, and scopes of health promotion:

   Option 1: Globesity as an emerging threat to public health
   Option 2: Food insecurity and health in the United States
   Option 3: Emerging infectious diseases
   Option 4: Cultural competency in public health interventions
   Option 5: Any public health related topic of choice that demonstrates understanding of current public health literature
Appendix D

Department of Health Science and Human Ecology

California State University, San Bernardino

PART I – ACCESS TO REFERENCE LETTER

The reference letter written by the evaluator below is confidential in accordance with the Family Education Rights and Privacy Act of 1974, the California Information Practices Act of 1977, and related policies and regulations.

I hereby waive □ do not waive □ my right of access to any information contained in the reference letter written by the evaluator identified below.

Signature of applicant __________________________________________ Date __________

Applicant and Evaluators. It is understood that this letter or recommendation will be retained in confidence by the Department of Health Science and Human Ecology, California State University, San Bernardino and will be used as one factor in consideration of admission of the applicant to the Master of Public Health degree program.

Name of applicant Program applied for

Name of evaluator Evaluator’s telephone number

Evaluator title:

Address City, State, Zip or country

PART II—INSTRUCTIONS FOR THE INDIVIDUAL WRITING THE REFERENCE LETTER

Please attach a statement from you evaluating the person named above for enrollment in and successful completion of a master's degree program. Please use letterhead for this letter if appropriate. A missing letter may prejudice or delay the review of the application. Address the applicant’s qualifications as they relate to the following items:

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<th>ABOVE AVERAGE</th>
<th>AVERAGE</th>
<th>POOR RISK</th>
<th>DO NOT RECOMMEND</th>
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Overall Recommendation: □ Highly Recommended □ Recommend without Reservation

□ Recommend with Reservation Average □ Do Not Recommend

Evaluator signature __________________________________________ Date __________

California State University, San Bernardino
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Master of Public Health Program
5500 University Parkway
San Bernardino, CA 92407
909-537-5339