Master of Public Health (MPH) and Public Health Certificate Program (PHC)

University of New Hampshire Manchester Campus

88 Commercial St., 4th floor, Manchester, NH

Department of Health Management and Policy
College of Health and Human Services
2012-2013
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Letter from the Director of the UNH MPH Program

August 2012

Greetings:

Welcome to the University of New Hampshire (UNH) Master of Public Health (MPH) and Public Health Certificate (PHC) programs. We are delighted you have chosen to join us for the next phase of your academic journey. We hope your studies are interesting and challenging and we look forward to working with you.

Attached is the Student Handbook which has been written to provide you with the information needed to guide you through the program. Should you have questions about the program or a particular policy, I encourage you to refer to the Handbook, where you are likely to find the answer.

As you may know, the MPH and PHC are administered by the Department of Health Management & Policy in the College of Health and Human Services, located on the University’s Durham campus. All coursework, however, is completed at the UNH campus in Manchester (UNHM), or in some cases, online. UNH Graduate School Manchester Campus, housed at 286 Commercial Street in Manchester, acts as the liaison between graduate students on the UNHM campus and the Graduate School, located in Durham. The staff, and the program faculty, are ready to provide assistance to you.

We encourage you to embrace the challenge of graduate work and to take advantage of being a part of a fine academic program. We also urge you to get to know your fellow classmates. Each of them brings unique experience and expertise to the program – you will gain a great deal by getting to know and working with them.

We wish you great success in your academic endeavors, and again, welcome to the University of New Hampshire.

Best,

Robert McGrath, Ph.D.
Associate Professor, Chair, and Director of Graduate Programs
Health Management & Policy
PART I

Master of Public Health (MPH) Program

OVERVIEW

The Master of Public Health (MPH) Program at the University of New Hampshire (UNH) was approved by the UNH Board of Trustees in 2001 and is designed to provide quality graduate education in public health. The MPH Program is geographically accessible and economically feasible for citizens of New Hampshire and neighboring New England States. The MPH Program provides human resources to improve the health of the citizens of New Hampshire and the northern New England region.

During the academic year, courses are taught Tuesday and Thursday evenings at the Graduate School at the University of New Hampshire’s Manchester campus (UNHM). Members of the faculty come from the UNH and the field of public health practice.

The MPH Program is designed for individuals from a wide variety of professional identities. The field of public health is uniquely identified by its focus on health (as opposed to the more narrowly defined concept of medicine) and its focus on population groups rather than the individual.

- The MPH degree requires 48 credits.
- Consisting of eleven (11) required courses and five (5) elective courses.
- Electives courses offer the flexibility to tailor coursework according to a graduate student’s particular public health professional goals.
- The MPH Program is designed to be completed on a part-time basis in two years, and most students complete the Program within three years. Per UNH Graduate School policy, a student has up to six years to complete the degree requirements.

Accreditation

The MPH Program is accredited by the Council on Education for Public Health (CEPH), the national organization for accreditation of

Program Highlights

- All courses are offered at UNH Manchester, or online.
- During the academic year, courses meet on Tuesday and Thursday evenings.
- In the summer, courses follow a variety of formats to allow for maximum flexibility.
- While the Program is considered part-time, students may complete it in two years, taking classes during the summer between Year One and Year Two.
- The Program is designed for working Public Health professionals, though it can be appropriate for someone new in the field.
programs in public health.

Programmatic Mission, Goals, and Objectives

Mission of the MPH Program

The mission of the MPH Program at UNH is to provide society with knowledgeable and professionally educated people to enhance the public health infrastructure and the health of populations in northern New England, with a special focus on New Hampshire. This mission is implemented through teaching, research, and service.

Goals of the MPH Program

The MPH Program has the following goals:

1. **Instruction**: To prepare public health professionals for multiple roles in public health organizations and policy development;

2. **Research**: To contribute to the knowledge of the field of public health through the development of new information and applied research, with a particular focus on New Hampshire and northern New England;

3. **Service**: To provide technical assistance and professional service to public health programs in both the private and public sectors, particularly in New Hampshire, but also regionally and nationally.

MPH Curriculum

According to the Institute of Medicine (IOM), the mission of public health is to “fulfill society’s interest in assuring conditions in which people can be healthy.” Unlike the clinical disciplines, public health focuses on population groups rather than the health of a single individual. The public health workforce is composed of people from diverse disciplines, including public health, medicine, nursing, sociology, statistics, environmental sciences, law, economics and others. Public health is multi-disciplinary by its very nature.
The IOM has indicated that there are **Ten Essential Services** for Public Health:

1. Monitor health status to identify community health problems
2. Diagnose and investigate health problems and health hazards in the community
3. Inform, educate, and empower people about health issues
4. Mobilize community partnerships to identify and solve health problems
5. Develop policies and plans that support individual and community health efforts
6. Enforce laws and regulations that protect health and ensure safety
7. Link people to needed personal health services and assure the provision of health care when otherwise unavailable
8. Assure a competent public health and personal health care workforce
9. Evaluate effectiveness, accessibility, and quality of personal and population-based health services
10. Research for new insights and innovative solutions to health problems


(1) **Assessment** (e.g., community needs assessment, identification of risk factors, environmental monitoring, determination of need, laboratory analysis);

(2) **Policy Development** (e.g., community development, social marketing of health promotion and disease prevention strategies, policy approval, community planning); and

(3) **Assurance** (e.g., enforcing laws and regulations, linking personal health needs to public and private providers, protection of drinking water, assessing program effectiveness, linkage between health services research and practice).

The MPH curriculum is designed to provide public health professionals with competencies in these three core functions of public health.
MPH Programmatic Principles

The MPH Program will be population-based; it will maintain a community orientation, emphasize leadership, rely on the concept of social justice, be based on a multi-cultural perspective, provide multi-disciplinary courses, recognize public-private linkages, and be based upon the attainment of defined student competencies. In addition, we believe that evidenced-based practice and the importance of public health policy cuts across these principles. Explanations of these principles follow:

**Population-based**: The focus of public health is population-based; it seeks to address issues of health promotion and disease prevention among population groups. Population-based strategies take into account a wide range of factors including ecological, social (cultural, political, and economic), behavioral, and scientific/technologic, in order to improve the health and well-being of populations. Individual courses within the program take a population approach from the very beginning in PHP 900 Public Health Care Systems to the capstone experience, PHP 998 Integrating Seminar.

**Community Orientation**: Community is a key guiding principle of this MPH program. It provides the conceptual framework for two features of the curriculum. The broadly defined community becomes the primary lens by which students learn about the concepts of public health. This is accomplished through the addition of community-based faculty, community members, the students’ own prior community involvement, and program-directed community projects. The curriculum is community-centered, i.e., the philosophical commitment is to preserve and enhance community self-determination. Students will learn about the complex nature of communities, how communities are defined, and the importance of community leadership and collaboration in solving public health problems. There are two very specific community-oriented courses in the curriculum, PHP 990 Field Study and PHP 998 Integrating Seminar. The Field Study looks at the community through the individual student’s particular perspective while the Integrating Seminar looks at a community problem from multiple perspectives.

**Leadership**: Public health professionals must be leaders at multiple levels in organizations and agencies at the local, state, and national arenas. We borrow a definition from Gary A. Yukl (Leadership in Organizations, 4th ed., Prentice Hall, 1998). Leadership is, “the process wherein an individual member of a group or organization influences the interpretation of events, the choice of objectives and strategies, the organization of work activities, the motivation of people to achieve the objectives, the maintenance of cooperative relationships, the development of skills and confidence by members, and the enlistment of support and cooperation from people outside the group or organization.” The concept of leadership is examined most fully in PHP 905 Public Health Administration, but is also built into PHP 990 Field Study and PHP 998 Integrating Seminar where students take a leadership role in solving particular public health problems.
Social Justice: A fundamental precept of public health is to address health and disease in the context of communities, acknowledging that social determinants have a powerful impact on health status. The MPH Program affirms a commitment to the values of human dignity, collective self-determination, and social justice as major attributes of public health. While this value is most clearly articulated in PHP 908 Public Health Ethics, it is present throughout the MPH curriculum.

Multi-cultural: Public health professionals work in an environment of diverse populations in terms of race, religion, gender, ethnicity, sexual orientation, and other characteristics. The MPH Program promotes the understanding of cultural and individual differences that result in differing value systems which are necessary to understand and respect in order for public health strategies to be effective. New Hampshire is not a highly diverse state. However, it does have pockets of minorities which have serious implications for the health of the public. For example, in 2003, the capstone project for the first cohort of MPH graduates was on immigrant health care for the city of Manchester, New Hampshire. Manchester does have a cluster of many different minorities; small sized multiple minorities make it necessary for public health professionals to be aware of more than the large sized minorities generally assumed to be part of multi-culturalism. We encourage representation of minorities in the MPH Program.

Multi-disciplinary: Public health problems are complex; the development of public health strategies benefits from multiple analytical frameworks. The education of public health professionals requires a multi-disciplinary learning environment and an integrated educational approach. Members of the faculty and the student body reflect a wide variety of disciplines impacting the health of the public.

Public-Private Linkages: Within Northern New England, public health practice has historically relied upon an extensive network of private organizations to support the delivery of public health initiatives. The MPH Program draws upon both the public and private sectors as sources of students, adjunct faculty, sites for active learning, and funding, thus continuing the tradition of a partnership between private and public sectors.

Competency-based: The MPH Program recognizes that the focus of graduate education in public health has moved from the traditional acquisition of knowledge to the demonstration of competency. Therefore, the MPH Program has structured the curriculum to meet a defined set of knowledge, skills, and values required to fulfill the responsibilities of a public health practitioner. Each course has a set of knowledge, skills, and values which are designed to be met by the student.
MPH Graduate Student Outcomes

The MPH Program is designed to provide students with an accredited Master’s degree in public health with a solid foundation in general public health principles and practice. The MPH Program is taken on a non-residential basis and is intended to be completed in two years.

The UNH MPH Program has adopted a modified version of the competencies developed by the Council on Linkages Between Academia and Public Health Practice, which attempts to join academe and the field of practice. It identifies eight (8) skill domains and the specific competencies for each domain. Those not included from the Council on Linkages tend to be items of direct implementation. The Council on Linkage’s list is extensive and no one MPH Program can meet all of the objectives. However, the MPH Program has identified the following competencies and linked them to various courses in the curriculum. Most of these competencies are covered in multiple courses using different models and perspectives.

Domain 1: Analytical Assessment Skills

- Defines a problem
- Determines appropriate uses and limitations of both quantitative/qualitative data
- Selects/defines variables relevant to defined public health problems
- Identifies relevant and appropriate data and information sources
- Applies ethical principles for collection/maintenance/use/dissemination of data information
- Partners with communities to attach meaning to collected quantitative/qualitative data
- Makes relevant inferences from quantitative/qualitative data
- Obtains/interprets information regarding risks/benefits to community
- Recognizes how the data illuminate ethical, political, scientific, economic, and overall public health issues


Domain 2: Policy Development/Program Planning Skills

- Collects, summarizes, and interprets information relevant to an issue
- States policy options and writes clear and concise policy statements
- Identifies, interprets, and implements public health laws, regulations, and policies related to specific programs
• Articulates the health, fiscal, administrative, legal, social, and political implications of each policy option
• States the feasibility and expected outcomes of each policy option
• Utilizes current techniques in decision analysis and health planning
• Decides on appropriate course of action
• Develops a plan to implement policy, including goals, outcomes, objectives, and implementation steps
• Translates policy into organizational plans, structures, and programs
• Develops mechanisms to monitor and evaluate programs for their effectiveness and quality


Domain 3: Communication Skills
• Communicates effectively in writing and orally, or in other ways
• Solicits input from individuals and organizations
• Leads and participates in groups to address specific issues
• Effectively presents accurate demographic, statistical, programmatic, and scientific information for professional and lay audiences

Attitudes
• Listens to others in an unbiased manner, respects points of view of others, and promotes the expression of diverse opinions/perspectives

Courses: All courses

Domain 4: Cultural Competency Skills
• Utilizes appropriate methods for interacting sensitively, effectively, and professionally with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyle preferences
• Identifies the role of cultural, social, and behavioral factors in determining the delivery of public health services
• Develops and adapts approaches to problems that take into account cultural differences

Attitudes
• Understands the dynamic forms contributing to cultural diversity
• Understands the importance of a diverse public health workforce
Courses: Public Health Care Systems, Epidemiology, Global Health, Social and Behavioral Health, Public Health Administration, Public Health Policy, Public Health Ethics, Health Policy Analysis, and, Social Marketing

Domain 5: Community Dimensions of Practice Skills
- Collaborates with community partners to promote the health of a population
- Identifies how public and private organizations operate within a community
- Accomplishes effective community engagements
- Identifies community assets and available resources
- Develops, implements, and evaluates a community public health assessment
- Describes the role of government in the delivery of community health services


Domain 6: Basic Public Health Science Skills
- Identifies the individual's and organization's responsibilities within the context of the Essential Public Health Services and core functions
- Defines, assesses, and understands the health status of populations, determinants of health and illness, factors contributing to health promotion and disease prevention, and factors influencing the use of health services
- Understands the historical development, structure, and interaction of public health and health care systems
- Identifies and applies basic research methods used in public health
- Applies the basic public health sciences including behavioral and social sciences, biostatistics, epidemiology, environmental public health, and prevention of chronic and infectious diseases and injuries
- Identifies and retrieves current relevant scientific evidence
- Identifies the limitations of research and importance of observations and interrelationships

Attitudes
- Develops a lifelong commitment to rigorous critical thinking

Courses: Public Health Care Systems, Environmental Health, Epidemiology, Biostatistics, Social and Behavioral Health, Public Health Administration, Disease Ecology, Field Study, and Integrating Seminar
Domain 7: Financial Planning and Management Skills

- Develops and presents a budget
- Manages program within budget constraints
- Applies budget processes
- Develops strategies for determining budget priorities
- Monitors program performance
- Prepares proposals for funding from external resources
- Applies basic human relations skills to the management of organizations, motivation of personnel, and resolution of conflicts
- Conducts cost-effectiveness, cost-benefit, and cost utility analyses

Courses: Public Health Administration, Public Health Policy Analysis, Public Health Economics, Public Health Evaluation, Integrating Seminar

Domain 8: Leadership and Systems Thinking Skills

- Creates a culture of ethical standards within organizations and communities
- Helps create key values and shared vision and uses these principles to guide action
- Identifies internal and external issues that may impact delivery of essential public health services (i.e., strategic planning)
- Facilitates collaboration with internal and external groups to ensure participation of key stakeholders
- Promotes team and organizational learning
- Contributes to development, implementation, and monitoring of organizational performance standards

Courses: Public Health Care Systems, Health Education and Promotion, Public Health Administration, Public Health Ethics, Social Marketing, Public Health Evaluation, Integrating Seminar
MPH Program Admissions

MPH Program applicants must possess a Baccalaureate degree from an accredited educational institution.

For instructions and forms to apply to the MPH Program offered through the UNH Graduate School, go to http://www.gradschool.unh.edu/apply.html.

All MPH Program admission applications will be reviewed by the MPH Program Admissions Review Committee. As part of the application process, applicants are encouraged, but not required, to meet in person or by phone with the MPH Program Director.

The following materials are required for admission:

1. UNH Application for Admission (and fee charged by Graduate School.)
2. Completion of five (5) essay questions located at http://www.gradschool.unh.edu/pdf/mph_essay.pdf (Please note, these are in lieu of a personal essay, though you are welcome to incorporate information that you feel will help the Admissions Committee with your application.)
3. Official transcripts from all previous undergraduate and graduate education.
4. Current résumé
5. Three letters of recommendation (Please use the form through the Graduate School website and we encourage letters to supplement the reference form.)
6. GRE required (beginning fall 2013 admission). Request official test scores to be sent directly to the Graduate School by the testing service. Test scores more than five years old may not be acceptable. Student copies and photo copies of scores are not considered official. Our CEEB code is 3918. View Test Score Information.

Application Deadlines

Applications are reviewed on a rolling basis. The following application deadlines are strongly suggested:

- July 1 for fall semester admission
- December 1 for spring semester admission

Important Information for International Students

Since the MPH Program is a part-time program, it does not meet the full-time study requirements for international students with F-1 or J-1 visas. Questions may be answered by: The UNH Graduate School.
Important Information to Note:

• If desired, a potential applicant (referred to at UNH as a non-matriculated student) may take up to two courses prior to applying to the MPH Program and one course prior to applying to the PHC Program.

  o To register for a course, please see the registration instructions located in the “UNH Manchester Campus” section of this Handbook.

• Once application materials are submitted, in full, to the Graduate School, the Admissions Committee will review and make a recommendation to the MPH Program Director. All notifications will come, in the form of an email, from the Graduate School.

• Students who are accepted into the program will receive information on registering for classes, setting up accounts and other pertinent information from the UNH Graduate School Manchester Campus. There are orientations offered before classes begin in August and January. These are very helpful and highly recommended.

Expectations of MPH and PHC Students

MPH and PHC Student Code of Professional Conduct

“The mission of the MPH Program at the University of New Hampshire is to provide society with knowledgeable and professionally educated people to enhance the public health infrastructure and the health of populations in northern New England, with a special focus on New Hampshire. This mission is implemented through teaching, research, and service.”

The UNH MPH Program and the Public Health Certificate (PHC) Program are committed to ensuring a professional and collegial environment for student education. Public health is the science and art of protecting and improving the health of local, national, and international human populations in communities through education, health
promotion, and disease and injury prevention. Just as the focus of public health is on populations in communities, it is important to realize that each member of the faculty and staff, and each MPH and PHC student comprises the community known as the UNH MPH and PHC Programs. As a result, within our community we must cultivate professional and personal behaviors, at all times, that are based on mutual respect, honesty, and responsibility if we are to be successful in achieving our public health mission.

Each member of our community is expected to be civil and respectful in all relationships and value the dignity, diversity, and worth of all persons. It is not acceptable to verbally, physically, mentally, psychologically, or sexually abuse any member of the UNH community, or participate in or condone any form of prejudice, bigotry, harassment, intimidation or threat, whether verbal or written. Furthermore, student acts which interfere with the routine operation of teaching, administration, research, or professional practice are strictly prohibited.

In all activities, each MPH and PHC student is expected to behave with integrity and in a manner that is courteous, responsible, considerate of the rights and interests of others, and to be personally honest. Students enrolled in the MPH or PHC Program are expected to conduct themselves as public health professionals and to demonstrate respect and cooperation toward faculty and their fellow students.

This Student Code of Professional Conduct begins when the student accepts admission to the MPH or PHC Program and is enforceable until the MPH degree or Public Health Certificate has been awarded. This Code governs behavior by MPH and PHC students which occurs on or off UNH property (e.g., during the Field Study experience or Integrating Seminar, or workshops) and is enforceable throughout the entire matriculation period, regardless of whether classes are in session or students are enrolled in classes. The Code applies to UNH MPH and PHC students even while participating in educational and research activities, and workshops or conferences in other schools or colleges of UNH, or in other academic institutions.

Thus, all MPH and PHC students in our community will be presumed to have knowledge of the provisions of this Code, as a function of enrollment in the UNH MPH or PHC Program. Lack of familiarity with its provisions will not serve as a defense to any actions violating student conduct as defined herein. Failure to comply with any of its provisions will serve as grounds for course failure (by the Instructor, as appropriate) or recommendation to The Graduate School for dismissal from the MPH Program Director or PHC Program Administrator. Student appeals to a violation of this student code of conduct are governed by the process outlined in the Grievance Section of the MPH and PHC Student Handbook.

The UNH MPH and PHC Programs are successful in providing an excellent, positive learning environment when each member of our community works in harmony to create an atmosphere in which the ability of students to function professionally is optimized and our unique public health responsibility is recognized.
References


I acknowledge that I have read, understand, and will abide by the Master of Public Health and Public Health Certificate Programs’ Student Code of Professional Conduct and agree to abide by it.

________________________________________________________
Print Full Name

________________________________________________________
Signature

________________________________________________________
Date

Form 6/18/07_RC
UNH Student Identification Number

All students are assigned a randomly generated nine digit number that begins with a “9”. Students receive their UNH Student ID Number via email after your admissions application is processed.

UNH Email Accounts

UNH offers students a variety of online services. Using the Single Sign-on process, students need just one username and password to access the UNH portal through MyUNH in Blackboard. From Blackboard, you can access:

- Webcat (for student services such as registering for classes, paying bills, and checking grades),
- UNH email (your UNH email address is used for all official communication with UNH) and much more.

Official Communication Via UNH Email Accounts

All correspondence with MPH and PHC students is conducted via the student’s UNH email account and the MPH Program’s Blackboard site (see below for explanation), so a student is strongly recommended to have access to a computer with Internet capabilities to be kept informed about updates, policies, and procedures affecting the MPH and PHC Programs. Students should check their UNH account regularly or forward their UNH email to other accounts.

Student Computer Literacy

Students must have access to a computer with Internet capabilities. It is preferable to have access to high speed Internet service.

UNHM has wireless capability throughout the buildings, so students with a wireless laptop computer will be able to use it in the classroom. There is a 20 station wireless laptop computer cart which is used in Biostatistics.
• Please note: UNH billing is electronic only – bills are not sent through the mail. Students may access bills through Webcat and billing notifications are sent through the UNH assigned email address.

The key to Single Sign-On is your username. Your Single Sign-on (MyUNH) username (also known as your UNH USERNAME [IT ID]) was created for you when you first applied to UNH.

For further information on acquiring your username and setting your password, please visit the following page:

http://www.gradschool.unh.edu/myunh_instructions.html

You may have email that is sent to your UNH email address forwarded to a personal email address of your choice by following the instructions located at the following link: https://webmail.unh.edu/cisunix/emailforward.html and/or by configuring your email address in Blackboard to be a personal email address.

You are responsible for checking your email regularly and updating your personal email address when necessary.

Please do not hesitate to contact the UNH Computer Information System Help Desk at (603) 862-4242 should you have any questions regarding your UNH email account.

Blackboard and Internet Accounts

Blackboard is a web-based software program used to support your courses. On your Blackboard front page, each course for which you are registered will appear under “My Courses.” Each Instructor in the MPH program will use Blackboard in different ways, given the nature of the course. You will find it to be an invaluable tool in communicating with the Instructor and fellow students, as well as accessing course materials. Blackboard also contains personal student tools (e.g., Calendar, Tasks).

The MPH Program has a Blackboard Site, UNHM Master of Public Health Forum, which is open to all MPH and PHC students and faculty in the UNH MPH program. On your Blackboard front page it will appear under “My Organizations.”

This site contains general information, including:

• A copy of this document
• MPH Program and PHC Program policies and procedures
• Forms specific to the Graduate School, MPH Program and PHC Program
• Information on upcoming Public Health Grand Rounds and MPH sponsored workshops
• Guidance for citations
• Information on the Hooding Ceremony and Graduation
• Postings for job openings.

You should check the UNHM Master of Public Health Forum regularly.

You will sign into Blackboard using your UNH Email user name (also called your UNH IT ID). Information on how to get started on Blackboard appears at http://it.unh.edu/index.cfm?id=124A3AA3-F09D-7AA3-B6833B79806BFC83

STUDENT ACADEMIC SKILLS

Quantitative Skills

In order for students to feel confident in the quantitative courses, the following recommendations should be considered:

• A student should possess an understanding of basic algebra in preparation for PHP 901 Epidemiology and PHP 903 Biostatistics.

• Students are highly encouraged to participate in a math assessment session offered by UNH Manchester’s Center for Academic Enrichment (http://www.unhm.unh.edu/prospective-students/academic-support-services/center-for-academic-enrichment/index.php).

○ During the session, a student will complete two math skill assessments. After completing the assessment, Center staff will explain assessment findings and identify options to help a student enhance their math skills in preparation for courses in Epidemiology and Biostatistics.

Expectations for Time Spent on Coursework

Students should expect to spend, on average, two hours outside of class for every one hour in class completing course readings and assignments.

Hence, if a student is taking a four hour class, then s/he would expect to spend approximately 8 hours a week outside of class completing required coursework.

Examples of types of course assignments used by MPH Program instructors include tests, papers, projects, presentations, posters, group work, case studies, and essays.
To find out when math assessment sessions are being offered and how to sign-up to participate, go to http://www.unhm.unh.edu/prospective-students/academic-support-services/center-for-academic-enrichment/placement-test-for-new-degree-students.php.

Additionally, students may also find the websites listed below helpful for developing math skills:

- **www.Free-ed.net**: Website indexes free tutorials and online courses, including math focused ones.
- **www.sosmath.com**: The website offers numerous free math review materials.

**MS Office (MS Word, Excel, and PowerPoint) Skills**

A student should be quite comfortable using Microsoft Word, Excel, and PowerPoint to complete course assignments including papers, presentations, and exercises. If you are not comfortable with using these software packages, then it **is strongly suggested** that you take workshops and/or tutorials to become adept at using these software packages.

Of particular note, **students enrolled in PHP 903 (Biostatistics), should be able to perform the following Excel functionalities prior to starting the class:**

1. Create and set up worksheets and workbooks
2. Create and format tables, charts, and graphs
3. Create formulas using basic mathematical equations (add, subtract, divide, multiply)

**UNH Computer Training Resources**

UNH Computer and Information System (CIS) Training Center: Provides workshops on a variety of software packages, including MS Office. UNH students are eligible to participate in their trainings. Fees are charged for the workshops. [http://cis.unh.edu/index.cfm?id=AE924176-9EED-6E11-258CE65A4E1ECF17](http://cis.unh.edu/index.cfm?id=AE924176-9EED-6E11-258CE65A4E1ECF17)

**Other MS Office Skill Building Resources**

On-line Tutorials Available through Microsoft: These tutorials cover the various functionalities of Word, Excel, and PowerPoint. Different tutorials are available for both MAC and PC computer systems, as well as for all different versions of MS Office. [http://office.microsoft.com/en-us/training/default.aspx](http://office.microsoft.microsoft.com/en-us/training/default.aspx).
Internet Skills

A student should have excellent Internet searching skills since s/he will be constantly using them to complete assignments throughout the MPH Program. Thus, before entering the MPH Program, students should know what major Internet search engines exist and how to use them, in order to find public health data and information. Below are resources students can access to enhance their Internet searching skills:

**UNH Internet Searching Resources:**

UNH Manchester Library: The library provides guidance on topics, such as how to evaluate websites and the staff are available on-site as well as remotely.  

**Web-based Tools to Enhance Internet Search Skills:**

1. “Learning about Searching” Website (basic overview of searching techniques):  

2. Noodle Tools’ “Choose the Best Search for your Information Need” Website (tool to determine which Internet search tool is best for a given task):  
[http://www.noodletools.com/debbie/literacies/information/5locate/adviceengine.html](http://www.noodletools.com/debbie/literacies/information/5locate/adviceengine.html)

3. “Finding Information on the Internet” Website (tutorial from UC Berkley Library):  
[http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/Strategies.html](http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/Strategies.html)

4. “Pandia's 17 Recommendations for Net Searching” Website:  

Writing Skills

- Since a student will be required to complete many written assignments throughout the MPH Program, strong writing skills are essential. A student should know how to:
  - Develop an outline for a report
  - Write cohesive paragraphs
  - Formulate bibliographies

- Students are highly encouraged to make an appointment with UNHM’s Center for Academic Enrichment to participate in an English writing assessment session. The Center is located in Room 104, ground floor of 400 Commercial Street. The Center’s telephone number is: 603-641-4113. The Center’s website is:
During the session, a student will complete a writing assessment. After completing the assessment, Center staff will explain assessment findings and identify options to help the student enhance his/her writing skills.

To find out when English writing assessment sessions are being offered and how to participate, go to http://www.unhm.unh.edu/prospective-students/academic-support-services/center-for-academic-enrichment/placement-test-for-new-degree-students.php.

Additionally, students may also find the following websites helpful for developing their writing skills:

- UNH Manchester Library: http://www.unhm.unh.edu/current-students/library/index.php
- UNH’s Robert J. Connors Writing Center: Based at UNH Durham campus, students can make appointments with Center staff to review their writing: http://www.unh.edu/writing/cwc/

**Web-based Writing Tools:**

1. UNH Online Writing Laboratory (OWL): provides writing assistance to UNH students unable to visit the Connors Writing Center in Durham. To learn more, go to: http://owl.unh.edu/.

2. UNH Manchester Library provides a variety of on-line and on-site tools to help students research and develop research papers: http://www.unhm.unh.edu/current-students/library/index.php

3. The Owl at Purdue: This Purdue University website offers a wide range of on-line writing resources to help build your writing skills: http://owl.english.purdue.edu/owl.

**Support Services for Students with Disabilities**

Students who have a documented disability and need support services should consult with UNH Disability Services for Students. A description of and contact information for Disability Services is available at http://www.unh.edu/disabilityservices/.
Career Counseling

Students seeking career counseling are invited to contact the MPH Program Coordinator or PHC Program Administrator to set up an appointment. In addition, students are eligible to access the career development services (such as resume writing and developing a job search strategy) available through the UNH Advising and Career Center http://www.unh.edu/uacc/Information about careers in public health and job postings are also available on the UNH Master of Public Health Blackboard Site.
**MPH Curriculum**

The UNH MPH Program offers an integrated, generalist MPH Program curriculum consisting of eleven (11) required courses and five (5) elective courses (for a total of 48 credits).

### Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHP 900</td>
<td>Health Care Systems</td>
<td>3</td>
</tr>
<tr>
<td>PHP 901</td>
<td>Epidemiology</td>
<td>3</td>
</tr>
<tr>
<td>PHP 902</td>
<td>Environmental Health</td>
<td>3</td>
</tr>
<tr>
<td>PHP 903</td>
<td>Biostatistics</td>
<td>3</td>
</tr>
<tr>
<td>PHP 904</td>
<td>Social and Behavioral Health</td>
<td>3</td>
</tr>
<tr>
<td>PHP 905</td>
<td>Public Health Administration</td>
<td>3</td>
</tr>
<tr>
<td>PHP 907</td>
<td>Public Health Policy</td>
<td>3</td>
</tr>
<tr>
<td>PHP 908</td>
<td>Public Health Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PHP 922</td>
<td>Public Health Economics</td>
<td>3</td>
</tr>
<tr>
<td>PHP 990</td>
<td>Field Study</td>
<td>3</td>
</tr>
<tr>
<td>PHP 998</td>
<td>Integrating Seminar</td>
<td>3</td>
</tr>
</tbody>
</table>

**33 credits**

### Elective Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHP 912</td>
<td>Public Health Law</td>
<td>3</td>
</tr>
<tr>
<td>PHP 914</td>
<td>Public Health Policy Analysis</td>
<td>3</td>
</tr>
<tr>
<td>PHP 920</td>
<td>Social Marketing</td>
<td>3</td>
</tr>
<tr>
<td>PHP 926</td>
<td>Evaluation in Public Health</td>
<td>3</td>
</tr>
<tr>
<td>PHP 928</td>
<td>Principles of Toxicology</td>
<td>3</td>
</tr>
<tr>
<td>PHP 930</td>
<td>Climate Change and Health</td>
<td>3</td>
</tr>
<tr>
<td>PHP 932</td>
<td>Disease Ecology</td>
<td>3</td>
</tr>
<tr>
<td>PHP 934</td>
<td>Work Environ. Policy &amp; Health of Workers</td>
<td>3</td>
</tr>
<tr>
<td>PHP 936</td>
<td>Global Health</td>
<td>3</td>
</tr>
<tr>
<td>PHP 938</td>
<td>Health Education and Promotion</td>
<td>3</td>
</tr>
<tr>
<td>PHP 940</td>
<td>Health and the Built Environment</td>
<td>3</td>
</tr>
<tr>
<td>PHP 964</td>
<td>Applied Epidemiology</td>
<td>3</td>
</tr>
<tr>
<td>PHP 966</td>
<td>Public Health Info Sys. &amp; Tech.</td>
<td>3</td>
</tr>
</tbody>
</table>

**15 credits**

---

*Eleven (11) required courses for 33 credits
ACADEMIC SCHEDULE FOR 2012 – 2013

TWO YEAR TRACK

Students desiring to complete the MPH Program in a two-year timeframe, should follow the below schedule. Five elective courses must be completed. Students can take elective courses during the academic year and/or over the summer. Pre-requisites may apply for individual elective courses.

First Year MPH Students (Assuming a Two-Year Plan)

FALL 2012 Sessions I and II, August – December
Required Course Schedule

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>DAY</th>
<th>DATES</th>
<th>TIME</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHP 900</td>
<td>Public Health Care Systems</td>
<td>Tuesday</td>
<td>8/14/12-10/02/12 Fall Session I</td>
<td>5:30 - 9:30pm</td>
<td>Barbara Arrington</td>
</tr>
<tr>
<td>PHP 904</td>
<td>Social and Behavioral Health</td>
<td>Thursday</td>
<td>8/16/12-10/04/12 Fall Session I</td>
<td>5:30 - 9:30pm</td>
<td>David Laflamme</td>
</tr>
<tr>
<td></td>
<td>Fall Break</td>
<td>No Class</td>
<td>10/9/12 – 10/12/12</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FALL II SESSION, October – December

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>DAY</th>
<th>DATES</th>
<th>TIME</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHP 907</td>
<td>Public Health Policy</td>
<td>Tuesday</td>
<td>10/16/12-12/11/12 Fall Session II</td>
<td>5:30 - 9:30pm</td>
<td>Semra Aytur</td>
</tr>
<tr>
<td>PHP 902</td>
<td>Environmental Health</td>
<td>Thursday</td>
<td>10/18/12-12/13/12 Fall Session II</td>
<td>5:30 - 9:30pm</td>
<td>Phil Alexakos</td>
</tr>
<tr>
<td></td>
<td>Thanksgiving Break</td>
<td>No Classes</td>
<td>11/19/12-11/23/12</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Winter Break</td>
<td>No Classes</td>
<td>12/13/12-1/15/13</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please note:
If you do not take the courses in sequence, you may have conflicts later that may extend your time in the program.
### First Year MPH Students (Assuming a Two-Year Plan)

**SPRING 2013 Sessions I and II, January – May**  
**Required Course Schedule**

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>DAY</th>
<th>DATES</th>
<th>TIME</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>SPRING I &amp; II, January – May</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHP 903</td>
<td>Biostatistics</td>
<td>Tuesday</td>
<td>1/15/13 - 5/5/13</td>
<td>5:30 - 8:30pm</td>
<td>Semra Aytur</td>
</tr>
<tr>
<td>PHP 901</td>
<td>Epidemiology</td>
<td>Thursday</td>
<td>1/17/13- 5/7/13</td>
<td>5:30 - 8:30pm</td>
<td></td>
</tr>
<tr>
<td>Spring Break</td>
<td>No Classes</td>
<td></td>
<td>3/11/13 – 3/15/13</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SUMMER 2012 Sessions I through III, May – August**

Students should enroll in elective courses. It is suggested that students take two or three summer courses to graduate in two years. Your advisor can help you maximize on summer courses.

### Second Year MPH Students (Assuming a Two-Year Plan)

**FALL 2012 Sessions I and II, August – November**  
**Required Course Schedule**

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>DAY</th>
<th>DATES</th>
<th>TIME</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>FALL SESSION I, August – October</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHP 908</td>
<td>Public Health Ethics</td>
<td>Tuesday</td>
<td>8/14/12 – 10/2/12</td>
<td>5:30 - 9:30pm</td>
<td>Nick Smith</td>
</tr>
<tr>
<td>Open for elective</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall Break</td>
<td>No Class</td>
<td></td>
<td>10/9/12 – 10/12/12</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FALL SESSION II, October – December**

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>DAY</th>
<th>DATES</th>
<th>TIME</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHP 905</td>
<td>Public Health Administration</td>
<td>Tuesday</td>
<td>10/16/12-12/11/12</td>
<td>5:30 - 9:30pm</td>
<td>Fred Rusczek</td>
</tr>
<tr>
<td>PHP 922</td>
<td>Public Health Economics</td>
<td>Thursday</td>
<td>10/18/12 – 12/13/12</td>
<td>5:30 - 9:30pm</td>
<td>Robert Woodward</td>
</tr>
<tr>
<td>Thanksgiving Break</td>
<td>No Classes</td>
<td></td>
<td>11/19/12-11/23/12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter</td>
<td>No Classes</td>
<td></td>
<td>12/13/12-1/15/13</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Second Year MPH Students (Assuming a Two-Year Plan)

SPRING 2013 Sessions I and II, January – May
Required Course Schedule

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>DAY</th>
<th>DATES</th>
<th>TIME</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPRING SESSIONS I &amp; II, January – May</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHP 990</td>
<td>Field Study</td>
<td>Thursday</td>
<td>Dates to be determined. Classes meet on some designated weeks. There is also a scheduled poster session.</td>
<td>4:30 - 5:30pm</td>
<td>MaryGaye Grizwin</td>
</tr>
<tr>
<td>PHP 998</td>
<td>Integrating Seminar</td>
<td>Tuesday</td>
<td>Dates To be Determined, Spring Session II</td>
<td>4:30 - 5:30pm</td>
<td>Barbara Arrington</td>
</tr>
<tr>
<td>Spring Break</td>
<td>No Classes</td>
<td></td>
<td>3/11/13-3/15/13</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

There are four electives offered in the spring. It is possible to take one or two electives
## Elective Course Schedule

Please Note: Since course offerings may change on an annual basis, all of the electives noted listed below may not be offered every year, or in subsequent years.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>TYPICALLY OFFERED</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHP 912</td>
<td>Public Health Law</td>
<td>Spring Session I</td>
<td>John Martin</td>
</tr>
<tr>
<td>PHP 914</td>
<td>Public Health Policy Analysis</td>
<td>Spring Session II</td>
<td></td>
</tr>
<tr>
<td>PHP 920</td>
<td>Social Marketing</td>
<td>Fall session I</td>
<td>Ann-Marie Matteucci</td>
</tr>
<tr>
<td>PHP 926</td>
<td>Evaluation in Public Health</td>
<td>Summer Session Typically on even years</td>
<td>David Laflamme</td>
</tr>
<tr>
<td>PHP 928</td>
<td>Principles of Toxicology</td>
<td>Summer Session (has been offered as an online course)</td>
<td>Rosemary Caron</td>
</tr>
<tr>
<td>PHP 930</td>
<td>Climate Change and Health</td>
<td>Spring Session I</td>
<td>To be Determined</td>
</tr>
<tr>
<td>PHP 932</td>
<td>Disease Ecology</td>
<td>Fall Session 1 (has been offered as an online course)</td>
<td>Rosemary Caron</td>
</tr>
<tr>
<td>PHP 934</td>
<td>Work Environment Policy and Health of Workers</td>
<td>Summer Session</td>
<td>Karla Armenti</td>
</tr>
<tr>
<td>PHP 936</td>
<td>Global Health</td>
<td>Summer Session (has been offered as an online course)</td>
<td>Rosemary Caron</td>
</tr>
<tr>
<td>PHP 938</td>
<td>Health Education and Promotion</td>
<td>Summer Session</td>
<td>Ann-Marie Matteucci</td>
</tr>
<tr>
<td>PHP 940</td>
<td>Health and Built Environment</td>
<td>Summer Session</td>
<td>Rick Rumba</td>
</tr>
<tr>
<td>PHP 964</td>
<td>Applied Epidemiology</td>
<td>Summer Session</td>
<td>Lida Anderson</td>
</tr>
<tr>
<td>PHP 985A</td>
<td>Child Welfare and Public Health Policy</td>
<td>Summer Session</td>
<td>Mary Ann Cooney</td>
</tr>
</tbody>
</table>
Course Outline for Students following a
Three-Year Plan

ACADEMIC SCHEDULE FOR 2012 – 2013

THREE YEAR TRACK

Students desiring to complete the MPH Program in a three-year timeframe, as opposed to the aforementioned two-year curriculum structure, should follow the below schedule. Five elective courses must be completed. Students can take elective courses during the academic year and/or over the summer. Pre-requisites may apply for individual elective courses.

Please note:

If you do not take the courses in sequence, you may have conflicts later that may extend your time in the program.

First Year MPH Students

FALL 2012 Sessions I and II, August – December
Required Course Schedule

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>DAY</th>
<th>DATES</th>
<th>TIME</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FALL I SESSION, August – October</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHP 900</td>
<td>Public Health Care Systems</td>
<td>Tuesday</td>
<td>Fall Session I</td>
<td>5:30 - 9:30pm</td>
<td>Barbara Arrington</td>
</tr>
<tr>
<td>Fall Break</td>
<td>No Class</td>
<td></td>
<td>10/19/12 – 10/12/12</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>FALL II SESSION, October – December</td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>PHP 907</td>
<td>Public Health Policy</td>
<td>Tuesday</td>
<td>Fall Session II</td>
<td>5:30 - 9:30pm</td>
<td>Semra Aytur</td>
</tr>
<tr>
<td>PHP 902</td>
<td>Environmental Health</td>
<td>Thursday</td>
<td>Fall Session II</td>
<td>5:30 - 9:30pm</td>
<td>Phil Alexakos</td>
</tr>
<tr>
<td>Thanksgiving Break</td>
<td>No Classes</td>
<td></td>
<td>11/19/12 – 11/23/12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter Break</td>
<td>No Classes</td>
<td></td>
<td>12/13/12-1/15/13</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### SPRING 2013 Sessions I and II, January – May

#### Required Course Schedule

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>DAY</th>
<th>DATES</th>
<th>TIME</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SPRING I &amp; II, January – May</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHP 903</td>
<td>Biostatistics</td>
<td>Tuesday</td>
<td>Spring Sessions I and II</td>
<td>5:30 - 8:30pm</td>
<td>Semra Aytur</td>
</tr>
<tr>
<td>PHP 901</td>
<td>Epidemiology</td>
<td>Thursday</td>
<td>Spring Sessions I and II</td>
<td>5:30 - 8:30pm</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No Classes</td>
<td></td>
<td>3/11/13 – 3/15/13</td>
<td></td>
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</tr>
</tbody>
</table>

**SUMMER 2012 Sessions I through III, May – August**

Students should enroll in elective courses.

**Second Year MPH Students**

**FALL (year 2) I and II, August – December**

#### Required Courses

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>DAY</th>
<th>DATES</th>
<th>TIME</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FALL I SESSION, August – October</strong></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>PHP 904</td>
<td>Social and Behavioral Health</td>
<td>Thursday</td>
<td>Fall Session I</td>
<td>5:30 - 9:30pm</td>
<td>David Laflamme</td>
</tr>
<tr>
<td>PHP 905</td>
<td>Public Health Administration</td>
<td>Tuesday</td>
<td>Fall Session II</td>
<td>5:30 - 9:30pm</td>
<td>Fred Rusczek</td>
</tr>
</tbody>
</table>

**SPRING Sessions I through II, January – May**

Students should enroll in elective courses.
### Third Year MPH Students

**FALL (year 3) Sessions I and II, August - December**

**Required Courses**

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>DAY</th>
<th>DATES</th>
<th>TIME</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHP 908</td>
<td>Public Health Ethics</td>
<td>Tuesday</td>
<td>Fall Session I</td>
<td>5:30 - 9:30pm</td>
<td>Nick Smith</td>
</tr>
<tr>
<td>Fall Break</td>
<td>No Class</td>
<td></td>
<td>To be Determined</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHP 922</td>
<td>Public Health Economics</td>
<td>Thursday</td>
<td>Fall Session II</td>
<td>5:30 - 9:30pm</td>
<td>Robert Woodward</td>
</tr>
</tbody>
</table>

**SPRING (year 3) Sessions I and II, January – May**

**Required Courses**

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>DAY</th>
<th>DATES</th>
<th>TIME</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHP 990</td>
<td>Field Study</td>
<td>Thursday</td>
<td>Classes to be determined. Spring Session I</td>
<td>4:30 - 5:30pm</td>
<td>MaryGaye Grizwin</td>
</tr>
<tr>
<td>PHP 998</td>
<td>Integrating Seminar</td>
<td>Tuesday</td>
<td>Dates To be Determined Spring Session II</td>
<td>4:30 - 5:30pm</td>
<td>Barbara Arrington</td>
</tr>
<tr>
<td>Spring Break</td>
<td>No Classes</td>
<td></td>
<td>To be Determined</td>
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</tr>
</tbody>
</table>
MPH and PHC Course Descriptions

Descriptions of all MPH and PHC courses are provided below. At the end of each description is guidance on recommended and/or required courses that a student should/must take before enrolling in each course. Please consult this list in advance of registering each semester to ensure that you have met the necessary conditions to enroll in a given course.

PHP 900 - Public Health Care Systems
The focus of this course is on the pattern of services in the United States and on the structure and function of their component parts. It examines the impact on the system of a wide range of external factors including social, political, economic, professional, legal, and technological forces. 3 credits.

**THIS IS A REQUIRED COURSE.**
If following the two-year plan:  Take year 1, Fall Session I
If following the three-year plan:  Take year 1, Fall Session I

PHP 901 - Epidemiology
This course explores factors underlying the distribution and determinants of states of health in various human populations. Emphasis is placed on investigative techniques, epidemiologic methodology, and disease prevention. This course is 16 weeks in length. 3 credits.

**THIS IS A REQUIRED COURSE.**
If following the two-year plan:  Take in year 1, Spring Sessions I and II
If following the three-year plan:  Take in year 1, Spring Sessions I and II

PHP 902 - Environmental Health
This course offers a general introduction to the ecological basis of health and disease. It applies the principles and framework of ecosystems to human health problems associated with environmental hazards, including toxic and infectious agents that contaminate our air, water, food, the workplace and other special environments. Links between environmental and occupational health effects will be explored within the public health model. Policy required for regulation and alternative strategies for prevention will be discussed. 3 credits.

**THIS IS A REQUIRED COURSE.**
If following the two-year plan:  Take year 1, Fall Session II
If following the three-year plan:  Take year 1, Fall Session II
PHP 903 - Biostatistics
This course introduces students to the principles of biostatistics. Students will learn through classroom instruction, lab instruction and exercises, a variety of statistical methods in public health. Students will review measures of central tendency rates, and standardization; probability; sampling; hypothesis testing; comparisons; and simple, multiple and logistic regression techniques. This course is 16 weeks in length. 3 credits.

**THIS IS A REQUIRED COURSE.**
If following the two-year plan: Take in year 1, Spring Sessions I and II
If following the three-year plan: Take in year 1, Spring Sessions I and II

PHP 904 - Social and Behavioral Health
This course provides fundamental concepts of the behavioral sciences as they illuminate public health. Since public health practice is the application of physical, biological and behavioral knowledge to living societies, a firm understanding of human social organization and behavior is essential. Individual and community responses to prevention, identification of symptoms, diagnoses, treatments, chronic ailments and rehabilitation are discussed. In each of these areas, the course explores the interaction between community, family, patient, and health care provider. 3 credits.

**THIS IS A REQUIRED COURSE.**
If following the two-year plan: Take in year 1, Fall Session I
If following the three-year plan: Take in year 2, Fall Session I

PHP 905 - Public Health Administration
This course focuses on public health managers, organizational culture, management process, management functions and roles, leadership, motivation, communication, and human resource management. 3 credits.

**THIS IS A REQUIRED COURSE.**
If following the two-year plan: Take in year 2, Fall Session II
If following the three-year plan: Take in year 2, Fall Session II

PHP 907 - Public Health Policy
This course analyzes the public policy process, the development of public health policy in the United States, and discusses specific public health policy issues with international comparisons. This course begins with an analytical framework for analyzing the American political system and process. It is followed by a general introduction to health policy in the United States with examples of specific policies and programs. Students will be asked to examine specific public health policy in-depth. 3 credits.

**THIS IS A REQUIRED COURSE.**
If following the two-year plan: Take in year 1, Fall Session II
If following the three-year plan: Take in year 1, Fall Session II
PHP 908 - Public Health Ethics
This course examines selected ethical issues arising in public health policy and practice and ethical dilemmas faced by public health professionals, practitioners, and researchers. Students analyze competing personal, organizational, professional, and societal interests, values, and responsibilities. Case studies apply different models of ethical decision-making and provide MPH students with an added opportunity to explore and clarify their values and those of their colleagues. 3 credits.

**THIS IS A REQUIRED COURSE.**
If following the two-year plan: Take in year 2, Fall Session I
If following the three-year plan: Take in year 3, Fall Session I

PHP 912 - Public Health Law
This course seeks to provide the legal basis for public health that is needed to effectively practice public health, especially with respect to understanding and enforcing compliance with public health regulations, and managing public health programs and organizations. The course introduces the core elements of law, legal practice and reasoning, and illustrates their application and use in public health. Recommended Course: PHP 907 Public Health Policy. 3 credits.

**THIS IS AN ELECTIVE COURSE.**
This elective is generally offered in Spring Session I

PHP 914 - Public Health Policy Analysis
Analysis of the public policy outputs from the perspectives of effectiveness, efficiency, and equity by applying analytical tools to public health policies in the United States. This course begins by examining the major methods used to examine health policy outputs. The perspectives of effectiveness, efficiency and equity are used as a framework for the course. Students read and critique articles from health services research literature that use previously learned methodologies. Pre-requisite Course: PHP 907 Public Health Policy. 3 credits.

**THIS IS AN ELECTIVE COURSE.**
This elective is generally offered in the Spring Session II.

PHP 920 - Social Marketing
This course offers and introduces students to the vocabulary and tools of marketing public health programs and services. Expanding upon traditional principles of marketing and consumer behavior the student will be exposed to the theory, practice and challenges of marketing social change. The course also explores the current and emerging issues related to public health marketing. Recommended Course: PHP 904 Social and Behavioral Health. 3 credits.

**THIS IS AN ELECTIVE COURSE.**
This elective is offered in the Fall Session I
PHP 922 - Public Health Economics
This course gives each student a hands-on opportunity to become familiar with a broad range of health economics issues and analyses. The objective is to help its graduates successfully compete for advancement in careers requiring knowledge of health policy analysis. Pre-requisite Course: PHP 903 Biostatistics; Recommended Course: PHP 906 Public Health Finance and Budgeting. 3 credits.

**THIS IS A REQUIRED COURSE.**
If following the two-year plan: Take in year 2, Fall Session II
If following the three-year plan: Take in year 3, Fall Session II

PHP 926 - Evaluation in Public Health
An introduction to program evaluation as it relates to public health practice and research, primarily in the United States. Public health-specific examples are presented throughout the course. This course includes discussion of striking a balance between scientific rigor and the practicalities often faced by program evaluators. Recommended Courses: PHP 901 Epidemiology and PHP 903 Biostatistics. 3 credits.

**THIS IS AN ELECTIVE COURSE.**
This elective is offered every other Summer (even years).

PHP 928 – Principles of Toxicology
This course reviews broad toxicological principles and their application to current public health issues. In general, the course will provide a mechanistic basis for how substances initiate toxicity, the major environmental determinants of risk, and the risk assessment framework. Examples of toxicants to be examined include the following: drugs, pesticides, food additives and contaminants, environmental pollutants, natural and household products. Recommended Course: PHP 901 Epidemiology. 3 credits.

**THIS IS AN ELECTIVE COURSE.**
This elective is offered in the Summer. It has been offered as an online course.

PHP 930 - Climate Change and Health
This course provides an overview of the climate system including its physical and chemical compounds, the greenhouse effect, forcing agents and dynamics at global, regional and local scales. Human dimensions of climate change will be considered in light of data and models. An environmental epidemiology framework for analyzing the direct and indirect impacts of climate variability to public health as well as appropriate public policies, such as monitoring the greenhouse gas emission reductions will be developed. Pre-requisite Course: PHP 902 Environmental Health; Recommended Course: PHP 901 Epidemiology. 3 credits.

**THIS IS AN ELECTIVE COURSE.**
This elective is often offered in the Spring, Session I.
**PHP 932 - Disease Ecology**
This course introduces the basic structure and dynamics of our climate system, ecological systems, and social systems. The epidemiological significance of co-evolutionary processes linking climate system with ecological and social systems that influence the interaction between human beings and disease agents will be explored. In addition, the relational significance of assessment frameworks including ecosystem health, ecosystem services, environmental epidemiology, epidemiological environment will be discussed. Pre-requisite Course: PHP 902 Environmental Health; Recommended Course: PHP 901 Epidemiology. 3 credits.

**THIS IS AN ELECTIVE COURSE.**
This elective has been offered in the fall session 1 as an online course. It is not typically offered every year.

**PHP 934 - Work Environment Policy and the Health of Workers**
This course provides an overview of occupational safety and health policy in the U.S. with a focus on the legal context, especially on OSHA. The course provides an analytical framework for examining the role of social, economic, and political factors in the recognition and control of occupational hazards. Some attention is given to the more technical aspects of this field (e.g., industrial hygiene, ergonomics, general health and safety); emphasis on understanding current occupational health and safety policies and controversies. Pre-requisite Course: PHP 902 Environmental Health; Recommended Courses: PHP 901 Epidemiology and PHP 907 Public Health Policy. 3 credits.

**THIS IS AN ELECTIVE COURSE.**
This elective is usually offered during the Summer Session.

**PHP 936 – Global Health**
This course is designed to provide students with an introduction to, and overview of, the key areas of global health by addressing the major determinants of health and how health status is measured to determine the burden of disease in the developing world. 3 credits.

**THIS IS AN ELECTIVE COURSE.**
This elective is usually offered during the Summer Session. It has been offered as an online course.
PHP 938 – Health Education and Promotion
This course provides an in-depth review of approaches to health promotion and disease prevention intervention in different settings, using varied strategies and for different target groups. Course is intended to be practical in nature, focusing on the specifics of intervention development and delivery. Examples are drawn from the field of Public Health. 3 credits.

THIS IS AN ELECTIVE COURSE.
This elective is usually offered during the Summer Session.

PHP 940 – Health and the Built Environment
This course provides an overview of the relationships between where people live, work, learn and play (built environment) and their health. The course promotes an interdisciplinary approach to address chronic public health problems such as heart disease, obesity and depression, as well as tackling environmental issues. 3 credits.

THIS IS AN ELECTIVE COURSE
This elective is usually offered during the Summer Session

PHP 964 - Applied Epidemiology
This course will provide a thorough understanding of essential statistical and epidemiological concepts and their effective application in every day public health practice. Students will be given numerous real-life examples to demonstrate the theory in practice. Pre-requisite Courses: PHP 901 Epidemiology and PHP 903 Biostatistics. 3 credits.

THIS IS AN ELECTIVE COURSE.
This elective is usually offered during the Summer Session.

PHP 966 - Public Health Information Systems and Technology
This course provides a graduate level perspective of the use of information technology to improve clinical and operation performance of a variety of health care settings. The course will discuss, but not be limited to, such topics as: data collection and storage, enterprise applications, data warehousing, analytics, health information exchange, patient privacy and security, and Geographic Information Systems (GIS). Students will gain insight as to the extent of the role information systems play in our health care system. Prerequisite: PHP 900. 3 credits.

THIS IS AN ELECTIVE COURSE.
This elective is often offered in the Summer Session. It is not offered every year.
PHP 985A - Special Topics in Public Health
This course offers a study of a special topic in public health policy
Prerequisite: Instructor permission. 1 to 3 credits.

THIS IS AN ELECTIVE COURSE.
This mechanism is used to offer new courses, or a special offering.

PHP 990 - Field Study (MPH Students Only)
This course provides a 16-week long opportunity for students to synthesize, integrate, and apply the skills and competencies they have acquired during enrollment in the MPH Program and apply them to a public health problem or project in a professional public health practice setting.

Students are expected to spend a minimum of 100 hours in the organization (not including preparation time) exploring how that organization deals with a particular public health issue and working on a project for that organization. NOTE: The number of hours in the field has increased.

In addition, students present the findings of their work in a formal poster session at a professional meeting, following or nearing the conclusion of the course. This public health experience is conducted under the direction of a faculty member and a community public health mentor. This class meets one hour prior to regularly scheduled required and elective courses in the MPH Program. Prerequisite: Completion of most required courses and permission of course Instructor and MPH Program Director. 3 credits.

THIS IS A REQUIRED COURSE.
This course is offered in the Spring, Session I and II and is intended to be taken during the student’s last semester (or final Spring Semester, if finishing over the Summer).

PHP 995 - Independent Study
Directed readings and other activities to explore a specific topic related to public health. Prerequisite: Permission of Faculty Member and MPH Program Director. 1 to 3 credits.

THIS IS AN ELECTIVE COURSE.
This course requires permission from a faculty member and MPH Program Director. A Independent Study outline must be submitted by the student prior to beginning an Independent Study.

PHP 996 - Applied Topics in the Essentials of Public Health (PHC Students Only)
This course requires students to attend at least six approved workshops on concepts related to the Ten Essential Services of Public Health.
After attending the required workshops, a student will write an integrating paper summarizing what s/he has learned across these workshops at it relates to the Ten Essential Services of Public Health and identify the types of skills s/he will need, in order to be more effective as a public health professional. Prerequisite: Completion of workshop requirement (see details provided in Public Health Certificate Section of the MPH Handbook) and permission of the Public Health Certificate Program Administrator. 3 credits.

**THIS COURSE IS FOR PHC STUDENTS ONLY.**
This course if offered each session. It is intended to be an independent study, though meetings with the instructor will be scheduled as needed/warranted.

**PHP 998 - Integrating Seminar (MPH Students Only)**
This final course in the MPH curriculum serves as the capstone to the MPH degree and provides the opportunity for students to work in teams, bringing both their individual and joint perspectives and expertise, to address a particular public health problem for a New Hampshire-based public health entity.

This course incorporates substantive, analytical, administrative, and policy perspectives. Students make a formal presentation of recommendations at the conclusion of the course. **This class meets one hour prior to the regularly scheduled required and elective courses in the MPH Program.** Prerequisite: **Completion of required courses and most electives. Permission required of course Instructor and MPH Program Director.** 3 credits.

**THIS IS A REQUIRED COURSE.**
This course meets during the Spring Semester, Session II. It is intended to be the last course taken in the program, unless the person is also finishing an elective(s) at the same time.
Teaching Faculty

Alexakos, Philip MPH. Adjunct Faculty. Affiliation: Manchester New Hampshire Health Department.

Arrington, Barbara, Ph.D, FACHE. Professor. Department of Health Management and Policy, UNH.

Anderson, Ludmila, MD, MPH. Adjunct Faculty.

Armenti, Karla R., ScD. Adjunct Faculty. Affiliation: New Hampshire Department of Health and Human Services

Aytur, Semra, PhD. Assistant Professor, Department of Health Management and Policy, UNH.

Caron, Rosemary M., PhD, MPH. Associate Professor, Department of Health Management and Policy, UNH

Cooney, Mary Ann, Adjunct Faculty. Affiliation: New Hampshire Department of Health and Human Services.

Grizwin, MaryGaye, MPH. Adjunct Faculty. Affiliation: New Hampshire Department of Health and Human Services.

Laflamme, David J., PhD, MPH. Research Assistant Professor, Department of Health Management and Policy and the New Hampshire Institute for Health Policy and Practice, UNH and Maternal and Child Health Epidemiologist, New Hampshire Department of Health and Human Services

Martin, John, JD. Adjunct Faculty. Affiliation: New Hampshire Department of Health and Human Services

Matteucci, Ann-Marie, MHA. Coordinator, MPH Program. Lecturer, Department of Health Management and Policy.

Miller, Patrick, MPH. Research Associate Professor, New Hampshire Institute for Health Policy and Practice, UNH

Rumba, Rick, MPH. Adjunct Faculty. Affiliation: Plymouth State University.

Rusczek, Fred, MPH. Adjunct Faculty. Affiliation: Phoenix Public Health Solutions

Seavey, John W., PhD, MPH. Everett B. Sackett Professor, Department of Health Management and Policy, UNH (Founding Director of the UNH MPH and PHC Programs. Retired)
Smith, Nick, PhD.  Associate Professor, Department of Philosophy, UNH
Woodward, Robert, PhD.  McKerley Professor, Department of Health Management and Policy, UNH

Woodward, Robert, Ph.D., Associate Professor, Health Management and Policy, UNH.
Part Two

Academic Regulations

Academic Honesty

Academic honesty is the keystone to any academic pursuit and is expected and required at UNH. The Program will enforce all University regulations with violations ranging from assignment failure, course failure and/or termination from the Program. Academic honesty policy and due process procedures can be found in the Student Rights, Rules, and Responsibilities Handbook. Make sure that you understand what constitutes plagiarism. The UNHM Master of Public Health Forum located on Blackboard, includes a document on Citations. This document provides guidance in terms of when you need to provide a citation. The Instructor of a course is responsible for initiating any case where there is plagiarism. The Instructor has multiple options for resolving the issue.

Advising

It is the student’s responsibility to be aware of track academic requirements and progress. Advisors are available to answer questions.

Academic Standards

Please note that MPH and PHC students are held to the following academic standards:

- MPH and PHC students MUST have a cumulative grade point average (GPA) of 3.0, (B), or higher, in order to graduate.

- MPH and PHC students receiving grades below “B-” in a graded course are considered failing grades for the purposes of determining academic standing. Course will need to be repeated in order to be counted for the MPH or PHC. (Please see the section below, “Repeated Courses,” for additional information.)

- Though an MPH or a PHC student can pass a course with a B- (2.67) grade, a student still MUST still maintain an overall GPA of 3.0 (B) to graduate.

- Repeating a course does not remove the original failing grade from the record.

- MPH and PHC students receiving failing grades (grades below a B-) in six (6) or more credits either in two courses or in one course taken twice will be recommended by the MPH Program Director to The Graduate School for dismissal from the UNH MPH or PHC Program.

- MPH students admitted on a conditional or provisional basis must meet the
conditions or provisions as stated in the letter of admission, in order to remain in The Graduate School.

Each individual program may set and announce standards for coursework, examinations and/or research achievement that are more rigorous than the Graduate School standard.

Repeated Courses

If a UNH MPH or PHC student needs to repeat a course for their MPH degree or Public Health Certificate, it is important to note the following:

✓ Repeating a course does not remove the original course or grade from the record.

✓ Only the most recent grade is included in the cumulative grade point average (GPA).

✓ Only the most recent credit, if any, is included in the cumulative credits earned.

✓ Any course taken at a different institution must meet the same academic standards as outlined for UNH courses.

✓ A course taken at UNH may only be repeated once.

✓ A course taken at UNH may not be repeated at another academic institution

Accessing Course Materials Prior to Taking a Course

Students may request to review a course syllabus prior to taking a course. Access to any other course materials (for example, guest access to a course Blackboard site, handouts, etc) may preclude a student from enrolling in the course in the future.

Transferring Graduate Courses Completed Prior to MPH Admission (MPH students only)

MPH students are allowed to transfer up to 8 graduate level credits towards their MPH degree. These credits MUST:

• Have been taken in the past five years
• Come from an accredited educational institution
• Be approved by the MPH Program Director.
• A grade of “B” or better must have been received.
Please note:

- Graduate courses cannot be transferred for graduate credit if used in completing another graduate degree.
- Credits transfer into UNH on an equivocal basis, hence if a student took a two credit graduate level course, it would transfer in as two credits.

Further, students must provide the following information to transfer the credits and have them count toward the MPH degree:

- An official academic transcript showing the course and grade received.
- A copy of the course syllabus.
- A copy of the course description.
- **Students must submit a petition form to transfer credits.** Find the petition at [http://www.gradschool.unh.edu/forms.html#other](http://www.gradschool.unh.edu/forms.html#other)
- All courses for the Public Health Certificate must be completed at UNH.

**Enrolling in UNH Graduate Courses offered outside of the UNH MPH Program (MPH Students Only)**

Effective Fall 2008, a student may take a course offered by another UNH Department under the following circumstances:

- The course must be graduate level.
- The course may only be used to meet an elective requirement. All required courses must be taken through the MPH Program.

- **No more than two graduate-level public health courses, in total, (either taken through another UNH Department or from a CEPH-accredited academic institution) and up to six (6) credits, in total, can be transferred for graduate credit.**

- The MPH student should submit, to the MPH Program Director, the graduate course’s syllabus for review.
- The course must be approved by the MPH Program Director.

- The MPH student must complete and submit a Petition for Exception to Academic Policy (available at [http://www.gradschool.unh.edu/forms.html#other](http://www.gradschool.unh.edu/forms.html#other) to the MPH Program Coordinator prior to enrolling in the course.
The MPH student must receive a grade of “B-” or better from a course taken in another UNH Department, in order to transfer the graduate grade and credit into the MPH Program.

Graduate courses cannot be transferred for graduate credit if used in earning another degree.

PHC students are not eligible to take courses offered through other UNH departments.

Enrolling in Non-UNH Graduate Courses After Admission to MPH Program (MPH Students Only)

Effective fall 2007, if a UNH MPH student is interested in enrolling in a non-UNH graduate public health course, the following conditions apply:

- Approval for taking a non-UNH graduate public health course must be obtained from the MPH Program Director prior to enrolling in the graduate course. In general, these types of requests are only approved for taking electives not offered through the UNH MPH Program.

- A non-UNH graduate public health course designated to serve as an elective course toward the UNH MPH degree must be taken from a Council on Education for Public Health (CEPH)-accredited School or Program of Public Health.

- A listing of CEPH-accredited Schools and Programs of Public Health are available at the following link: [http://www.ceph.org/pg_accreditatedschools_search.aspx](http://www.ceph.org/pg_accreditatedschools_search.aspx)

- The course should offer graduate credit.

- The MPH student should submit, to the MPH Program Director, the graduate course’s syllabus for review.

- The MPH student must complete and submit a Petition for Exception to Academic Policy (available at [http://www.gradschool.unh.edu/forms.html#other](http://www.gradschool.unh.edu/forms.html#other)) to the MPH Program Director prior to enrolling in the course.

- No more than two graduate-level public health courses, in total, (either taken through another UNH Department or from a CEPH-accredited academic institution) and up to six (6) credits total can be transferred for graduate credit.
The MPH student must receive a grade of “B” or better to transfer the graduate grade and credit into the MPH Program.

PHC students are not eligible to take courses at other institutions.

Graduate courses cannot be transferred for graduate credit if used in earning another degree.

An MPH student must be registered at UNH every semester. While a student is taking a non-UNH graduate course elective, the student must also register at UNH for Grad 800, in order to maintain an “active” student status, unless it is during the summer.

Independent Study (MPH Students Only)

PHP 995 Independent Study is available, under conditions outlined below, to students enrolled in the UNH MPH degree program:

- Enrollment in an Independent Study course is not guaranteed and is not considered a normal part of a student’s academic program.
- Faculty members are not obligated to sponsor Independent Studies but may elect to do so as they feel it is appropriate.
- In general, an Independent Study course is appropriate for students to fulfill a special academic need that is not a part of the UNH /UNHM curricular offerings, or to pursue an academic interest not available through regularly scheduled courses.
- In some cases, students needing one or two credits to fulfill program or graduation requirements may be eligible to take an Independent Study course.
- An Independent Study course will require content and skills comparable to the levels required in standard course work of the same credit assignment.
- Given the student’s career objectives, the appropriateness of the student’s Independent Study should be discussed with the student’s advisor.
- PHP 995 Independent Study is currently set up for 1-3 credits and cannot be repeated.
- An UNH MPH student would need to petition to take a second Independent Study.
- Public Health Certificate students are not eligible to complete an Independent Study.

PHC students are not eligible to take courses at other institutions.
Citations

The *UNHM Master of Public Health Forum* located on Blackboard, contains a document on Citations which provides guidance on when you need to use citations in your work.

Since students come from a variety of disciplines with different traditions of citations, the Program has not adopted a single notation style. However, students should make sure that their citations conform to a recognized style and that the documentation facilitates clear and easy access to the originals. There are multiple manuals of style books available at any bookstore; buy one and adopt it.

The American Psychological Association (APA) Style is available at: http://www.apastyle.org/

Dartmouth College has an open web site that facilitates documentation available at: http://www.dartmouth.edu/~sources/


Grading

**Letter grades**: The following grades are used at UNH:

A (4.0), A- (3.67), B+ (3.33), B (3.0), B- (2.67), C+ (2.33), C (2.0), C- (1.67), D+ (1.33), D (1.0), D- (.67) F (0). Graduate credit is normally only granted for courses completed with a grade of B- or higher. Individual programs may have stricter requirements, and are published with their degree program requirements.

**C+ Grades**: The Dean of the Graduate School may, under limited conditions, approve two courses, up to 8 credits of C+ grades for graduate credit. When a student’s advisory committee or a student’s advisor, in conjunction with the appropriate departmental committee, wishes to recommend that credit be given for work completed with a “C+”, the advisory committee shall forward its recommendation, with appropriate justification, to the Dean of the Graduate School within one month of the completion of the course. Normally these courses will be elective courses outside the student’s major area.
**AF Grades:** An “AF” grade, Administrative F, is assigned for failure to either drop or complete a course. An “AF” is considered the same as an “F”.

**Credit/Fail Grades:** A “CR” grade is assigned for complete, approved theses and dissertations, as well as other approved courses and seminars.

**Pass/Fail Grades:** A graduate student may petition to take undergraduate courses on a pass/fail basis. Such a petition must be approved by the end of the add period for the term the course is taken. A grade of “C” is the minimum grade in order to receive a “P”. Courses at the 700 level approved for graduate credit cannot be taken for pass/fail.

**Audit Grades:** An “AU” grade is assigned for completion of courses for which an audit was granted. No credit is earned.

**Incomplete Grades:** An “IC” grade is assigned with the approval of the Instructor for excused unfinished work only. The work must be completed and submitted to the Instructor by the date agreed to with the Instructor, but no later than the last day of the classes of the semester immediately following the one in which the incomplete was granted (800- and 900-level course only; mid-semester for 400-, 500-, 600, and 700-level courses). A petition requesting additional time within which to resolve the incomplete, approved by the Instructor, the student’s Advisor and Graduate Program Coordinator may be submitted to the Graduate School by the appropriate deadline. An extension will be granted by the Dean only under unusual circumstances. An incomplete grade becomes an “F” if not resolved or if a petition for an extension is not approved within the allowed time period. This policy also applies to students who withdraw from UNH or who are on an approved leave of absence.

**IA Grades:** An “IA” grade is assigned for approved continuing courses, such as thesis or doctoral research, and remains on the record until the course requirements are completed. In the case of doctoral research, the “IA” grades remain on the official transcript for all semesters prior to the completion of the degree. The “IA” grade for the final term of enrollment will be changed to “CR” to signify successful completion of the dissertation.

**W Grades:** If a student withdraws from school or drops a course prior to the fifth Friday of the semester, the course(s) will not appear on the student’s permanent record. If a student withdraws from school or, for compelling non-academic reasons, submits an approved petition to drop a course after the fifth Friday of the semester, a notation of “W” will be shown on the student’s academic record. If the withdrawal or drop is after the midpoint in the class, a grade of “WP” or “WF” is shown on the record. A “WF” is considered a failing grade and will calculate into the GPA as such. Deadlines for courses scheduled for any time period other than a full semester are apportioned at the same rate as semester courses. The actual dates are determined on a term-by-term basis.
**Appeals:** Every Instructor must be prepared to discuss and explain the basis for her or his evaluation of students. If, after consulting the Instructor, a student still believes that he or she was treated unfairly, he or she has the right to seek redress using the MPH Program Appeals Process outlined in the Grievance Section of the MPH and PHC Student Handbook.

**Repeated courses:** Repeating a course does not remove the original course or grade from the record. Only the most recent grade is included in the cumulative grade point average; only the most recent credit, if any, is included in the cumulative credits earned. A course may only be repeated once.

**The Graduate School**

All students are subject to the academic regulations of the Graduate School and UNH. To review these, please visit the Graduate School Web page: [http://www.unh.edu/grad-catalog/gi.cfm?thisid=125&headingid=125](http://www.unh.edu/grad-catalog/gi.cfm?thisid=125&headingid=125)

Students are also subject to the *Student Rights, Rules, and Responsibilities*. This document is available on the web at [Student Rights, Rules, and Responsibilities Handbook](http://www.unh.edu/grad-catalog/gi.cfm?thisid=125&headingid=125).

PDFs of Graduate School forms for registered students are online at [http://www.gradschool.unh.edu/forms.html#academic](http://www.gradschool.unh.edu/forms.html#academic)

**Graduation**

Graduate students must have a cumulative GPA of 3.0 (B) or higher, in order to graduate.

Students must file an Intent to Graduate form prior to mid-semester of the term in which they intend to graduate. This form can be completed on line at: [http://www.gradschool.unh.edu/graduation.html](http://www.gradschool.unh.edu/graduation.html)

The MPH Program will have its own Hooding Ceremony in May. MPH graduates can also participate in the UNH graduation ceremonies at both the UNH Manchester and Durham campuses. Information pertaining to the MPH Hooding Ceremony and Graduation will be communicated via the UNHM *Master of Public Health Forum* site on Blackboard. Please check this site periodically.

**Non-Discrimination**

“The University of New Hampshire is a public institution with a long-standing commitment to equal opportunity for all. It does not discriminate on the basis of race,
color, religion, sex, national origin, age, veteran status, sexual orientation, or disability in admission or access to, or treatment or employment in, its programs or activities.” (UNH Catalog).

**Progress Toward MPH Degree**

Students can complete the MPH degree in two years while still being employed full-time. However, in order to do so, students will have to complete courses during the summer.

Students can also go through the MPH Program on a part-time basis. However, students must be continually enrolled each fall and spring semester.

If you do not plan to take a course for an entire Fall or Spring semester, make sure you register for GRAD 800, which keeps your enrollment in the program current rather than having your **degree status discontinued** (DSD).

Please note the following students may have their degree status discontinued if any of the following apply:

- The MPH Student does not formally withdraw from the program.
- The MPH Student does not register and pay for course credits, research, or continuing enrollment by the appropriate registration deadline,
- The MPH Student does not return from an approved leave of absence.

Students will be notified by the Graduate School when this administrative action is taken and are required to apply for readmission or reinstatement if they subsequently desire to resume their academic program.

The fee for **Grad 800** will be applied during the semester in which the student is not enrolled. There is a reinstatement fee for students who have been designated as Degree Status Discontinued. Please contact the Graduate Office for specific fees.
Ineligibility of Current Students to be Course Instructors or Guest Lecturers

Current students are ineligible to serve as course instructors or guest lecturers in MPH Program courses.

Grievance Procedures

The MPH Program Appeals Process is designed to field student challenges to a faculty evaluation, decision, or action. This appeal process applies to both academic and non-academic issues. MPH and PHC students, as well as other members of the academic community, are encouraged to resolve conflicts concerning academic issues; faculty, staff, or peer conduct; or student development informally before initiating the MPH Program Appeals Process.¹

MPH Program Appeals Procedure²

1. An Appeals Board shall be formed. Its membership shall consist of the faculty who serve on the MPH Program Committee (excluding the faculty member involved in the Grievance) and one faculty from the Department of Health Management and Policy.

2. The initial step in the appeals process will be a meeting for the purpose of discussion and resolution between the faculty person and graduate student.

3. If the concerns raised are not resolved by the discussions between the faculty person and the graduate student, either party has ten (10) working days to request that a mediator from the Appeals Board be present for one additional meeting to resolve the dispute.

4. If no satisfactory resolution is reached, the student must submit a written statement to the Appeals Board within seven (7) working days following that meeting. The faculty person will respond to the statement in writing to the Appeals Board within seven working days of receiving the statement.

5. The Appeals Board will review these documents and may seek any further information from the specific people involved and/or from outside people. The Appeals Board must reach its decision from the submitted and additional data. The Board’s decision must be presented in writing to the parties involved within thirty (30) days of receiving the faculty person’s response statement.

6. If either the student or faculty member is not satisfied with the Appeals Board decision, the Dean of Health and Human Services should be notified and the appropriate University of New Hampshire (student or faculty) grievance
procedure can be initiated (see UNH Student Rights, Rules, and Responsibilities Handbook and Faculty Handbook).

As outlined in the UNH *Student Rights, Rules and Responsibilities Handbook*, a student should implement the following process for submitting a grievance concerning a faculty member:

“Students should discuss their concerns directly with the faculty member and seek a resolution. However, if the student feels that direct discussion would be counterproductive or if, after consulting with the faculty member, a student still has a complaint, she or he should talk with the chairperson of the faculty member’s department. If no satisfactory resolution results, the student may talk with the dean of the college or school. If the matter is not resolved by the dean, final appeal may be made to the Provost and Executive Vice President for Academic Affairs.”

The one amendment to the above process is that a student should consult with the MPH Program Director prior to approaching the chairperson of the faculty member’s department to try to reach a resolve to the situation. All other process steps remain the same. Complaints/grievances with a staff person should be resolved using the detailed process described in the *Student Rights, Rules, and Responsibilities Handbook*.

References


UNH Graduate School Manchester Campus

Courses are held at UNH Graduate School Manchester Campus and is located at 88 Commercial Street, UNHM (directions may be found at the following link: http://www.gradschool.unh.edu/Manchester/).

The UNH Graduate School Manchester Campus is staffed during the day and prior to the beginning of classes until 6:00pm in the evening. Contact information for staff of the CGPS is listed in the back of this Student Handbook. The members of the staff of the Center are there to assist you in terms of:

- Information
- Course registration
- Any other aspects of attending the MPH Program

For more information about the UNH Graduate School Manchester campus, please see:

http://www.gradschool.unh.edu/Manchester/

Course Registration

Students may register online, in person, at 400 Commercial Street, Student Services Suite, Registrar’s Office or via phone prior to the start of the traditional semester. For information regarding available courses and registration dates please see the following website:

http://www.unhm.unh.edu/current-students/academics/course-schedules/index.php

In order to register for courses, students must have no holds on their account. Holds can be placed for a variety of reasons, the staff at the Graduate School Manchester Campus can help students determine why there is a hold.

Non-matriculated students are no longer required to have the MPH Program Director’s permission to enroll in an MPH Program course (maximum of two (2) courses). To enroll, s/he would follow the below directions to register either in-person or via phone.
**Online Course Registration (available to enrolled students only)**

- Go to [https://blackboard.unh.edu/](https://blackboard.unh.edu/)
- Click on Webcat/Student Services tab
- Continue
- Registration
- Add/Drop Classes
- Choose Term (Fall/Spring/Summer)
- Enter in RAC (Registration Access Code) number – Graduate students enter 600001
- Enter in CRN (Course Registration Number) number(s)
- Submit changes

**In person Course Registration**
Register in person by going to the Student Services Suite at University Center, UNH Manchester, 400 Commercial Street, Second Floor.

**Course Registration via Phone**
Register via phone by calling 603-641-4136.

The UNH Graduate School Manchester Campus can assist in answering course registration questions.

Please see the following links for additional information pertaining to MPH and PHC course registration:

- [http://unhinfo.unh.edu/registrar/inforeg/gradreg.html](http://unhinfo.unh.edu/registrar/inforeg/gradreg.html)

If a student does not register at the beginning of a fall or spring semester, the student must enroll in **GRAD 800** to avoid having their **Degree Status Discontinued (DSD)**. The fee for **Grad 800** will be applied during the semester in which the student is not enrolled. Please contact the Graduate Center for the specifics about the fees. Students that have been DSD’d will have to file either a reinstatement (semester they were DSD’d) or readmission form (any time thereafter) and pay the appropriate fee.

**Tuition and Financial Assistance**

Tuition for each academic year is announced in July. To view current in and out-of-state tuition rates for the MPH Program, go to [http://www.unhm.unh.edu/current-students/administrative-student-services/tuition-fees-and-refunds.php?id=1](http://www.unhm.unh.edu/current-students/administrative-student-services/tuition-fees-and-refunds.php?id=1). (See table labeled "Tuition for Students Admitted to Manchester Graduate Majors"). MPH and PHC students pay on a per course basis, with each course being three credits. Hence,
to calculate the cost for one course, multiply the current year's in or out-of-state per credit tuition rate by three.

**Students interested in seeking financial aid should contact the UNH Financial Aid Office at 862-3600.** The Graduate Student Aid and Verification Form, used to determine financial aid need, is available at http://financialaid.unh.edu/forms/1011grad%20verif.pdf/view.

Some limited scholarships are available. Prospective students are highly encouraged to check with their employer about available tuition assistance programs. Many students use this benefit to help finance their tuition.

For information about financial aid, go to http://financialaid.unh.edu/.

**Bookstore**

The UNH Manchester bookstore is located in the 400 Commercial Street Building and carries textbooks, supplies, greeting cards, academically priced computer software, candy, UNH clothing and giftware, and gift certificates.

The bookstore accepts Visa, MasterCard, Discover, American Express and personal checks made payable to the UNH Manchester Bookstore. There will be a $20 additional fee charged on all returned checks to the bookstore. Books can be shipped directly to students when ordered with a credit card over the phone.

UNH Manchester Bookstore  
400 Commercial Street, Ground Floor, Room 154  
(Phone) 603-626-0412  
(Fax) 603-626-626-3825  
http://unhm.bncollege.com/webapp/wcs/stores/servlet/BNCBRentalView?langId=-1&storeId=29554&catalogId=10001

**Bookstore Hours**  
Summer hours: Mon-Thu 8:30 AM – 4:00 PM; Fri 8:30 AM – 1:30 PM  
Non-summer hours: Mon-Thu 8:30 AM – 6:00 PM; Fri 8:30 AM – 1:30 PM

**Textbook Refunds**

In order to receive a refund, you must present the original cash register receipt. Books purchased must be returned in the same condition as they were purchased, in order to receive a full refund. Refunds on textbooks purchased for the current term are given if they are returned to the bookstore within the time period to drop a class without academic penalty. Note: You must present the drop slip from the University and the register receipt to receive your refund. Credit card purchases will be credited to your credit card.
Used Book Buy-Back
As one of the many services to students, the bookstore buys back textbooks every day the store is open for business.

Class Cancellations
The local radio stations listed below will announce cancellations, due to inclement weather, or you can call the UNH Manchester Snow Line at 603-641-4100. Cancellations will also be posted on Blackboard.

Radio
WGIR, Manchester 61.0 AM 101.1 FM
WZID, Manchester 95.7 FM
WFJA, Manchester 1370.0 AM
WQLL, Manchester 96.5 FM
WOKQ, Dover 97.5 FM
WEAE, Portsmouth 75.0 AM 100.3 FM
WJYY, Concord 105.5 FM

Television
WMUR, Manchester Channel 9

General Information
For specific information on UNHM or UNH Durham, regarding library, bookstore, weather closings, etc., visit the following sites:

✓ UNH Manchester: http://www.unhm.unh.edu/index.php
✓ UNH-Durham: http://www.unh.edu/

Library

The library houses a collection of more than 30,000 volumes of print and non-print materials, integrated into an open-stack arrangement. In addition, the library subscribes to over 550 periodical titles and has an extensive back file of these on microfilm. A network of workstations provides access to many citation and full-text indexes for general and subject-specific searching.
The UNHM Library is located in 400 Commercial Street Building, on the first floor. The library's on-line catalog is fully integrated with Dimond Library and other University branch libraries located in Durham. The Dimond Library has a collection in excess of one million books. The library can also provide database searches to students and faculty to assist them in their research.

A UNH Manchester I.D. card is required for library services.

The UNH Library is a member of the Boston Library Consortium (BLC) which provides access to 18 Boston area libraries and 24 hour research assistance. UNH is the only New Hampshire member. The BLC has a “Virtual Catalog” which allows you access to the libraries at Boston University, Brown University, Northeastern University, Marine Bio Lab – Woods Hole, Tufts University, U-Mass Amherst, U-Mass Boston, U-Mass Dartmouth, U-Mass Lowell, U-Mass Worcester, Wellesley College, and Williams College.

Students and Faculty can borrow circulating items from these institutions for a period of up to 28 days. The items will be delivered to the UNHM or UNH Dimond Library in about 4-5 days and may be picked up and returned at the Loan Desk at those two places. See http://www.library.unh.edu/virtualcat/. If you need assistance, speak with the librarians at UNHM. There will be a general introduction to the library at the Student Orientation.

Parking

UNHM offers a variety of parking options, including student parking permits for on-street meter parking or UNH Manchester parking lots. On street metered parking is available, however, vehicles parked in any of the spaces marked "Faculty and Staff" surrounding the University Center will be towed. The main entrance and elevator access is on the building's ground floor. Persons with disabilities should plan to enter the building through the main entrance on the river side adjacent to the Arms Park lot. For more information about parking at UNHM, go to http://www.unhm.unh.edu/about-us/directions/#parking.

Student Identification Cards

Student ID cards will be processed at Student Orientation and during the first week of classes for all students. The ID cards are obtained at the UNHM Library in the 400 Commercial Street Building. An ID card is required for library service and enables students to take advantage of student discounts offered by area merchants.
Part Four

Continuing Education Program

The MPH Program also offers a continuing education program. Continuing education program offerings include a Public Health Certificate Program (PHC), an annual series of Public Health Grand Round lectures and workshops.

MPH Continuing Education Program: Public Health Certificate (PHC) Program

PHC Program Goals
Concerted efforts to enhance the capacity of New Hampshire’s public health infrastructure, particularly at the local level, are moving forward. This Public Health Certificate Program seeks to further enhance the state’s public health infrastructure by providing individuals managing public or community health programs, with no formal academic background in public health, the opportunity to earn a Public Health Certificate. For some individuals who are at a stage in their life where a two year Master of Public Health (MPH) Program is not possible, the Public Health Certificate provides them with basic skill sets and knowledge to enhance their abilities in public health. The Certificate also provides a vehicle to ease into the MPH Program.

The Public Health Certificate requires 12 credits (four three-credit courses) that can be completed over a one-year time period, though students have up to three years to complete all required certificate coursework. To enter the Public Health Certificate Program, a student needs to have a Baccalaureate degree from an accredited academic institution.

PHC Program Requirements

Required courses:

Students must complete the three courses described below and one elective selected from the MPH program (more information on page 34.)

PHP 900: Public Health Care Systems (3 credits)
The focus of this course is on the pattern of services in the United States and on the structure and function of their component parts. It examines the impact on the system of a wide range of external factors including social, political, economic, professional, legal, and technological forces.

As with all graduate courses:

- A grade of B- or higher must be earned, in order for the course to count towards the Public Health Certificate Program.
- In accordance with Graduate School Policy, a student must maintain a cumulative grade point average of a 3.0 (B) to graduate from the Certificate Program.
- All courses (with the exception of workshops taken as part of PHP 996) MUST be taken at UNH.
PHP 901: Epidemiology (3 credits)
This course explores factors underlying the distribution and determinants of states of health in various human populations. Emphasis is placed on investigative techniques, epidemiologic methodology, and disease prevention. This course is 16 weeks in length.

PHP 996: Applied Topics in the Essentials of Public Health (3 credits)
This course will require a student to attend at least six approved workshops on concepts related to the Ten Essential Services of Public Health (see below). After attending the required workshops, a student will write an integrating paper summarizing what s/he has learned across these workshops as it relates to the Ten Essential Services and identify the types of skills s/he will need to be more effective as a public health professional.

Ten Essential Services of Public Health
(http://www.cdc.gov/od/ocphp/nphpsp/EssentialPHServices.htm):

1. Monitor health status to identify and solve community health problems
2. Diagnose and investigate health problems and health hazards in the community
3. Inform, educate, and empower people about health issues
4. Mobilize community partnerships and actions to identify and solve health problems
5. Develop policies and plans that support individual and community health efforts
6. Enforce laws and regulations that protect health and ensure safety
7. Link people to needed personal health services and assure provision of health care when otherwise unavailable
8. Assure a competent public and personal health care workforce
9. Evaluate the effectiveness, accessibility, and quality of personal and population-based health services
10. Research for new insights and innovative solutions to health problems

Elective course

In addition to the above three required courses, students must complete one additional elective course to finish the Public Health Certificate Program. Students may choose from any of the MPH courses offered to serve as their elective provided they have met any pre-requisites required for enrollment in the course. (Please see page 34 for more details.) Please note that since course offerings may change on an annual basis, all of the courses listed above may not be offered every year, or in a subsequent year.

Public Health Certificate Schedule

The Public Health Certificate Program can be completed in one calendar year. A student who wishes to complete the Public Health Certificate in one year can follow the sample schedule below. Required courses, PHP 900 and 901, are offered once a year on a regular basis (first semester Fall and first and second session of the Spring
semester, respectively). A student may take their elective course during any semester (Fall, Spring, or Summer), depending on the availability of the course of his/her choice. PHP 996 is offered every semester, hence, once a student has met the pre-requisites (see guidelines below), s/he can enroll any semester. Due to its culminating nature and practical logistics for completing the course’s workshop pre-requisite, it is strongly recommended that students complete PHP 996 as their final course.

<table>
<thead>
<tr>
<th>Year/Semester</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1, Fall Session I</td>
<td>PHP 900: Public Health Care Systems</td>
</tr>
<tr>
<td>Year 1, Fall Session II</td>
<td>Elective Course</td>
</tr>
<tr>
<td>Year 1, Spring Sessions I and II</td>
<td>PHP 901: Epidemiology</td>
</tr>
<tr>
<td>Year 1, Summer</td>
<td>PHP 996: Applied Topics in the Essentials of Public Health</td>
</tr>
</tbody>
</table>

**PHP 996 Course Pre-requisite**

**Workshop Pre-requisite**

To enroll in PHP 996 Applied Topics in the Essentials of Public Health, a student must have attended and submitted documentation demonstrating attendance (such as an attendance certificate) of at least six (6) PHC Program Administrator-approved workshops (though a student may take more than six) related to the Ten Essential Public Health Services (see above).

**These workshops:**
- Must total a minimum of 32 contact hours and
- Must address, at minimum, four different essential public health services.

Please note: Costs to attend a workshop are the sole responsibility of the student.

**Additional guidelines regarding eligible workshops are listed below:**

1. The workshop must be offered by a recognized public health, health care, or educational institution/organization and be approved by the PHC Program Administrator.
2. The workshop must build skill(s) relative to the Ten Essential Services of Public Health. As such, a workshop must: 1) maintain a population-health focus and 2) build student skill(s) necessary to perform an essential public health service. If desired, a student may attend one public health/emergency preparedness focused workshop and use it toward his/her workshop requirement.

◆ **Examples of workshops meeting this guideline:**
A workshop that builds skills to start and maintain a community health coalition (population focused and directly relates to performing Essential Service #4 - Mobilize community partnerships and action to address health issues)

A workshop teaching how to develop and implement an action plan to reduce the burden of asthma in a community (population focused and builds student skills to undertake Essential Service #5 – Develop policies and plans)

♦ Examples of workshops that do NOT meet this guideline

- Presentation about a community’s experience addressing the burden of asthma (is population focused and may increase student knowledge, but does not build a skill)

- Workshop on the medical management of asthma (Clinical, as opposed to population health focused, and does not directly relate to an Essential Public Health Service.)

3. The workshop must have a set number of contact hours associated with its completion.

4. The organization offering the workshop must be able to provide documentation (certificate of participation/completion) of student completion of the workshop.

5. All workshops must be completed within a three-year time period. The three-year time period starts from the date of the first workshop. A student may count workshops attended prior to being accepted into the Public Health Certificate Program provided that a) guidelines 1-4 have been met and b) all workshops have been completed three years from the date of the first workshop. For example, if a student participated in an eligible workshop in Fall 2008, s/he would need to complete attendance of all workshops by Fall 2011.

6. A student may participate in up to three (3) on-line/distance learning opportunities, such as a web-based tutorial like “From Evidence to Practice: Using a Systematic Approach to Address Disparities in Health Outcomes” at www.ebph.org or a web-cast, to meet his/her workshop requirement provided that guidelines 1-5 have been met.

7. In general, attendance at a conference may NOT be used to meet the workshop requirement. The only exception would be if a training/workshop is offered in conjunction with a conference. (For example, attending the main program segment of the American Public Health Association (APHA) Convention does not meet a workshop requirement; however, attending a pre-APHA convention learning institute workshop would qualify.)

**Public Health Grand Round lectures do not qualify as workshops.**
Workshop Approval Process
Student workshop selections must be approved by the Public Health Certificate Program Administrator who makes the final decision as to whether a workshop meets the above guidelines. In order to ensure that a workshop is eligible for PHP 996, students are STRONGLY advised to submit to the Public Health Certificate Program Administrator the following required information, at least one month prior to the workshop:

1. Workshop title
2. Workshop date and contact hours
3. Workshop format (in-person, distance learning mechanism)
4. Institution offering the workshop
5. Contact information for institution offering the workshop
6. Description of workshop goals/objectives, and agenda
7. Essential Public Health Service(s) the workshop addresses and your rationale for why the workshop addresses the specific Essential Public Health Service(s).

PHP 996 Locating Eligible Workshops

The MPH Program will offer two workshops annually, one in the Fall and one in the Spring semester, that can be used to toward the workshop requirement for PHP 996. As received, the Public Health Certificate Program Administrator will post announcements about upcoming eligible workshops on the UNHM Master of Public Health Forum Blackboard site. In addition, the following list provides useful resources students can access to identify upcoming in-person and distance-learning based workshops.

1. **TrainingFinder Real-time Affiliate Integrated Network (TRAIN)**. Offered through the New Hampshire Department of Health and Human Services, this online learning management system provides the ability to locate public health and emergency preparedness trainings from across the United States, as well as keeps a "personal learning record" of trainings you have attended. You must register to use TRAIN, however there is no cost to register. ([https://www.nh.train.org/DesktopShell.aspx](https://www.nh.train.org/DesktopShell.aspx))

2. **National Public Health Training Center Distance Learning Center**: This online searchable database catalogues trainings and courses developed by public health training centers from across the U.S. Please note that content of this database does somewhat overlap with TRAIN. ([http://www.asph.org/phtc/search.cfm](http://www.asph.org/phtc/search.cfm)).

3. **American Public Health Association**: APHA offers numerous continuing education workshops before its annual meeting. To learn more about these workshop offerings, go to [www.apha.org](http://www.apha.org) (Annual Meeting link)

4. **New Hampshire Public Health Association**: [www.nhpha.org](http://www.nhpha.org) (Event calendar)

6. **Southern New Hampshire Area Health Education Center:**

**PHP 996: Applied Topics in the Essentials of Public Health Course Deliverable**

After attending the required workshops, a student will write an integrating paper summarizing what s/he has learned across these workshops as it relates to the Ten Essential Public Health Services. Specifically, a student will use the Ten Essential Public Health Services Framework, to complete the following two tasks:

Grouping the workshops by the Ten Essential Public Health Services, the student will:

1. Summarize how the workshop(s) s/he attended for an essential public health service provided him/her with skills for that particular public health essential service.

   Since a student is required to attend workshops covering at least four (4) of the Ten Essentials Public Health Services, his/her paper will have a minimum of four (4) and a maximum of six (6) sections. (The latter would be the case if a student attended six workshops that each focused on a different essential public health service.)

2. Using the Ten Essential Public Health Services as a guide, provide an analysis of additional skills needed by the student to be a competent public health professional.

For more information about the course design and deliverable requirements, please consult the course syllabus on the UNHM Master of Public Health Blackboard site.

**PHC Program Admission**

**Prerequisites to Apply**

Public Health Certificate Program applicants must possess a Baccalaureate degree from an accredited educational institution. Applications to enter the Public Health Certificate Program are accepted for fall (deadline July 1) and spring semester (deadline December 1). To apply to the Public Health Certificate Program, students must submit:

1. A completed UNH Application for admission to a Graduate Certificate Program as a primary degree [available at](http://www.gradschool.unh.edu/pbacc.html) including the completion of five (5) essay questions located at:
2. Official transcripts from previous undergraduate institutions
3. A current résumé
4. Two letters of recommendation

If you are already enrolled in another graduate degree program at UNH and desire to apply to the PHC as a secondary degree, then the required application documents would include:

1. A completed Secondary Degree Application form (available at http://www.gradschool.unh.edu/pbacc.html)
2. Completion of five (5) essay questions about your public health goals, interest, and beliefs located at http://www.gradschool.unh.edu/pdf/mph_essay.pdf (in lieu of completing the “letter of application” listed on the secondary degree application form)
3. Current résumé
4. Statement of support from your Advisor, Graduate Program Coordinator, or Department Chair*

All these documents must be mailed, or delivered to the UNH Graduate School.

For instructions and forms to apply for the Public Health Certificate Program offered through the UNH Graduate School, go to http://www.gradschool.unh.edu/apply.html. Applications will be reviewed by the MPH Program Admissions Review Committee. As part of the application process, applicants are encouraged to meet in person or by phone with the Public Health Certificate Program Administrator.

Of note, a student may take one course at UNH Manchester before applying to the PHC Program. All courses must be completed at UNH.

**Transitioning from the PHC to the MPH Program**

Students who have successfully completed the Public Health Certificate Program and desire to enter the MPH Program would need to submit an application to enter the MPH Program. **Acceptance into the Public Health Certificate Program does not guarantee acceptance into the MPH Program.** If accepted into the MPH Program, a student can transfer all credits earned in the Public Health Certificate Program towards their MPH degree.

A PHC student may apply to the MPH Program prior to completing the PHC Program. If a student is accepted to the MPH Program prior to completing the PHC, the following would apply:

- Students must earn a minimum grade of B- or better to transfer the courses taken in the PHC program to the MPH Program.
Students will have six years (starting from the semester enrolled in the MPH Program) to complete both programs.

If the student has not yet completed PHP 996 (Applied Topics in the Essentials of Public Health), per the course requirements (see above) all workshops would still need to be completed within a three year time period from the first workshop.

Expectations of and Resources Available to Public Health Certificate Students

For important information about expectations for Public Health Certificate students, including the Student Code of Professional Conduct, student computer literacy; UNH Student Identification Number; UNH email accounts; Blackboard and Internet Accounts; expectations of time spent on coursework; quantitative, internet, MS Office skills and writing skills; please carefully review the MPH Handbook section entitled “Expectations of MPH and PHC students.” For information about career counseling services and support services for students with disabilities, please consult these sections within the “Master of Public Health Program” section of this Handbook.

Academic Regulations Governing the Public Health Certificate Program

The following academic regulations are specific to the Public Health Certificate Program:

♦ The Public Health Certificate Program Administrator will be available to advise students as needed.
♦ All Public Health Certificate courses must be completed at UNH (with the exception of workshops used to meet PHP 996 requirements).
♦ PHC students must have a cumulative GPA of 3.0 or higher to graduate. PHC students must file an intent to graduate form at the beginning of the semester they anticipate graduating. To learn more about when and how to submit the intent to graduate form, please go to http://www.gradschool.unh.edu/graduation.html.
♦ Students graduating from the Public Health Certificate Program will be acknowledged at the UNH Master of Public Health Program’s Hooding Ceremony in May. All courses must be completed prior to the Hooding Ceremony.

All remaining Academic Regulations governing the Public Health Certificate Program, including academic standards, repeated courses, accessing course materials prior to taking a course, academic honesty, citations, grading, graduate school, non-discrimination policies, ineligibility of current students to serve as course instructors/guest lecturers, and grievance procedures are similar to those listed in the MPH Student Handbook section entitled “Academic Regulations.”
UNH Manchester

For information about services at UNH Manchester, including the UNH Graduate School Manchester Campus, courses registration, tuition and financial assistance, bookstore, class cancellations, general information, library, parking, and student identification cards; see the MPH Handbook section entitled “UNH Manchester.”
MPH Continuing Education Program: Public Health Grand Round Series

The UNH Master of Public Health Continuing Education Program offers an annual series of Public Health Grand Round lectures on burgeoning public health issues. The Public Health Grand Round series serves as a vehicle to:

1. Provide timely information to the public health community in New Hampshire,
2. Encourage networking among the public health community in New Hampshire, and
3. Build relationships between the public health community in New Hampshire and UNH

Generally, there are six (6) Grand Round lectures per year. These one-hour lectures typically take place during the academic year (Fall and Spring) and occur in various locations across New Hampshire. Previous lecture slides are archived on the UNHM Master of Public Health Forum Blackboard site and the MPH website. Announcements about upcoming Public Health Grand Round sessions will also be posted on the UNHM Master of Public Health Forum Blackboard site and MPH website.

MPH Continuing Education Program: Workshops

The UNH Master of Public Health Program offers two (2) workshops per year to further build the competency of MPH and PHC students. These workshops are designed to complement what students are learning through their formal coursework. These workshops are free to both MPH and PHC students. PHC students may use these workshops to meet their workshop pre-requisite for PHP 996, Applied Topics in the Essentials of Public Health (see below).

If space is available, workshops are opened up to other public health professionals. Workshop announcements will be posted on the UNHM Master of Public Health Forum Blackboard site.
Contact Information

UNH Department of Health Management and Policy

The Department of Health Management and Policy in the College of Health and Human Services on the Durham campus administers the MPH and PHC Programs. The web page and contact information are as follows:  http://chhs.unh.edu/hmp/index

Robert McGrath  
MPH Program Director and Chair  
University of New Hampshire  
Department of Health Management and Policy  
College of Health and Human Services  
Hewitt Hall, 4 Library Way  
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603.862.3461 [fax]  
robert.mcgrath@unh.edu

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Lecturer, Health Management and Policy  
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College of Health and Human Services  
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603.862.3461 [fax]  
ann-marie.matteucci@unh.edu

Chris Hamann  
Administrative Assistant  
University of New Hampshire  
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College of Health and Human Services  
Hewitt Hall, 4 Library Way  
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603.862.3461 [fax]  
chris.hamann@unh.edu
UNH Graduate School

The University of New Hampshire Graduate School is responsible for the admissions process, academic records, and is the college granting the MPH degree.

University of New Hampshire Graduate School
Thompson Hall
105 Main Street
Durham, NH 03824-3547
603.862.3000 [phone]
603. 862.0275 [fax]
gerad.school@unh.edu
http://www.gradschool.unh.edu/

UNH Financial Aid

UNH Financial Aid Office
11 Garrison Avenue
Stoke Hall
Durham NH 03824
Hours: 8:00 am – 4:30 pm
603. 862.3600 [phone]
603. 862.1947 [fax]
http://financialaid.unh.edu/contact-info

UNH Manchester's Registrar's Office

Registration Office
Student Services Suite
Hours: 8:30am - 5:00pm
603. 641.4136 [phone]
603. 641.4125 [fax]
unhm.registration@unh.edu
UNH Graduate School Manchester Campus

UNHM is the location for the Graduate School Manchester Campus which is an administrative branch of the UNH Graduate School. It is the location of classes taught in the MPH Program and it is where students register for classes.

Candice Brown, MPA, Education Program Assistant
University of New Hampshire, Manchester
UNH Graduate School Manchester Campus
88 Commercial Street
Manchester, NH 03101
603.641.4344 [phone]
603.641.4118 [fax]
candice.brown@unh.edu

Jillian Landry, Administrative Assistant
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UNH Graduate School Manchester Campus
88 Commercial Street
Manchester, NH 03101
603.641.4313 [phone]
603.641.4118 [fax]
jillian.landry@unh.edu
### Appendix A: MPH Student Checklist for Program Completion

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Number of Credits</th>
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<th>Date Completed</th>
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<tbody>
<tr>
<td>PHP 900</td>
<td>Health Care Systems</td>
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<tr>
<td>PHP 901</td>
<td>Epidemiology</td>
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<td>PHP 902</td>
<td>Environmental Health</td>
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<td>Biostatistics</td>
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<td>PHP 904</td>
<td>Social and Behavioral Health</td>
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<td>PHP 905</td>
<td>Public Health Administration</td>
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<td>PHP 907</td>
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<td>PHP 908</td>
<td>Public Health Ethics</td>
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<td>PHP 922</td>
<td>Public Health Economics</td>
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<td>PHP 990</td>
<td>Field Study</td>
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<td>PHP 998</td>
<td>Integrating Seminar</td>
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**Required Courses**

Total Required Credits Completed – 33 Credits Required

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<tr>
<th>Course Number</th>
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<td>PHP 912</td>
<td>Public Health Law</td>
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<td>PHP 914</td>
<td>Public Health Policy Analysis</td>
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<td>PHP 920</td>
<td>Social Marketing</td>
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<td>PHP 926</td>
<td>Evaluation in Public Health</td>
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<td>Principles of Toxicology</td>
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<td>PHP 930</td>
<td>Climate Change and Health</td>
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<td>PHP 932</td>
<td>Disease Ecology</td>
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<td>PHP 934</td>
<td>Work Environment Policy and Health of Workers</td>
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<td>Global Health</td>
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<td>Health Education and Promotion</td>
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<td>PHP 940</td>
<td>Health and the Built Environment</td>
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<td>PHP 964</td>
<td>Applied Epidemiology</td>
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<td>PHP 966</td>
<td>Public Health Information Systems and Technology</td>
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**Elective Courses – 5 Courses are Required for 15 Credits**

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**Transfer Credit or Courses Taken in other UNH Graduate Programs**

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**Total Elective Credits Completed – 15 Credits Required**

**Total Number of Credits Earned – 48 Required**